**Planning and Institutional Research**

The Director of Planning and Institutional Research oversees the gathering and reporting of data

for reports to government agencies, publications, and other organizations and coordinates applied

research intended to inform institutional planning, policy formulation and decision making. The

office previously had the responsibility for Self-Studies and continues to provide assistance for

Self-Study programs and committees.

**Retention Schedules**

**Administrative Files.** Records concerning the administration and activities of the office.

Files may include mission statements, reports, memorandums, correspondence, budgets,

reference materials, professional association materials, and other related records.

Disposition Instructions: Destroy in office when reference value ends. Transfer to

College Archives after 5 years for appraisal and final disposition any file relating to

mission statements, policies or special projects.

**Audit Reports.** Copies of final audit reports for the College.

Disposition Instructions: Destroy in office when reference value ends.

**External Reports.** Copies of responses to IPEDS (formerly HEGIS), HEDS, and

NCHEDS.

Disposition Instructions: Transfer to College Archives after 10 years for appraisal and

final disposition.

**Common Data Set.** Copies of reports and data provided for responses to college guides

such as U.S News and World Report, and Peterson's. Files may include correspondence,

memorandum, reports, drafts, and published reports.

Disposition Instructions: Transfer 1 copy to College Archives annually. Destroy

working files in office when reference value ends.

**Freshman and Senior Surveys.** Summary reports for freshman and senior survey data.

Disposition Instructions: Transfer to College Archives after 5 years for appraisal and

final disposition.

**Factbook.** Summary report issued by office giving statistical and summary data about the

college.

Disposition Instructions: Transfer 1 copy to College Archives when published.

[Inactive files]

**Planning Files.** Records concerning specific planning projects of the College, including

space and facilities planning. Files may include memorandum, working notes, drafts, reports and

other related records.

Disposition Instructions: Destroy in office when reference value ends.

**Self Study.** Records concerning the institutional self-study conducted as part of reaccreditation by the Southern Association of Colleges and Schools. Files may include

memorandum, correspondence, reports, and other records.

 Disposition Instructions: Transfer to College Archives after 10 years for appraisal and

final disposition.

**Strategic Plan.** Records concerning the annual evaluation and update of the College's

Strategic Plan. Files may include memorandum, correspondence, reports and working notes.

Disposition Instructions: Transfer to College Archives after 10 years for appraisal and

final disposition.