

Procedure Title: Research, Commissioned Studies, and Analysis
Retention
Procedure Number: 06-2007-0001
Board Policy Reference: IV.A. General Executive Direction

Accountable Administrator: President
Position responsible for updating: President
Original Date: 01-12-07
Date Approved by Cabinet: 03-20-07
Authorizing Signature: *Signed original on file*
Dated: 03-21-07
Date Posted on Web: 03-08-22
Revised:
Reviewed: 03-22

Purpose/Principle/Definitions:

An institution is a dynamic entity that reorganizes and reassigns duties to various positions on a regular basis. In a data-driven decision making environment, various studies, mini-research projects, and analysis documents are created on a regular basis that must be preserved and available for future retrieval for reasons of: institutional memory (why decisions were made), preventing the duplication of work, and preserving the ability to perform longitudinal data analysis.

Guidelines:

- Studies or research may be requested by the Board, President, departments, committees, the public, or appropriate positions (given the context of the request) within the college.
- One copy of the results will be housed with the requesting entity and both an electronic and a hard copy of the above items will be sent to the Administrative Assistant of the appropriate division within seven days of the presentation of results. Submissions will include all handouts or other documents presented or handed out in the meeting. Once a year the divisions will convey copies of all results to the President's Office to be stored per the records retention procedure.
- Documents should include, at a minimum, the requesting entity, the position and name of individual completing the project, the main points discussed at the meeting, the date of request, the date of presentation, the body to which it was presented, and decision made concerning the issue.
- It is the responsibility of the researcher to ensure the above actions are completed by the recorder.