Office of the Director
Institutional Research, Assessment and Planning

Retention and Elimination of Old Survey Forms

Background

The Institutional Research, Assessment and Planning office annually conducts a number of planned and ad hoc surveys. Paper surveys are returned to the issuing department; however, College/School student evaluations remain in the custody of the College/School.

Policy Statement

The Institutional Research, Assessment and Planning office recognizes that individual offices may wish to validate selected survey responses by examining the raw data on a particular form several years after the survey was administered. Therefore, IRAP recommends that paper surveys be kept for three years, and or be properly scanned and stored in electronic format with a cataloged, searchable record. A longer retention is not warranted since physical images of completed survey responses are routinely created by scanning all questionnaires and stored electronically. Survey forms shall not be destroyed until survey data are backed up in electronic files. Old forms that contain Social Security Numbers or other identifiable information shall be shredded or disposed of in a manner that protects the anonymity of the survey respondents after the data is properly recorded and stored in electronic format.