Disposition Schedule for University Institutional Research and Reporting (UIRR)

Approved – September 2011

“A” – Administrative Files, Admissions Records, Affirmative Action Records, Annual Reports

Series Name: Administrative Files of the UIRR Director (Todd Schmitz)
Arrangement Scheme: Alphabetical by Subject and Name
Dates: 1990-2009
Volume: 7 Record Center Boxes
Disposition: Retain last 5 years in the UIRR Office and send the records older than 5 years to University Archives

Series Name: Administrative Files of the UIRR Director (Todd Schmitz)
Dates: 1986-1999
Volume: 1 Box
Disposition: Send to University Archives

Series Name: Admissions, Frozen Files, SSACI/Admission, LIAM
Dates: No Dates
Volume: 1 Box
Disposition: Send to University Archives

Series Name: Admissions, Reports
Dates: 1996-1997
Series Name: – Admissions, Statistics and Summaries
Description: Microfilm
Arrangement Scheme: Chronological
Volume: 6 Rolls of 16 mm microfilm
Disposition: Send to University Archives

Series Name: – Affirmative Action Records
Description: Microfiche
Arrangement Scheme: Chronological
Dates: 1980-1982
Volume: 5 Packets of microfiche
Disposition: Send to University Archives

Series Name: Annual Reports/Cent.
Dates: 1948-1999
Volume: 1 Box
Disposition: Send to University Archives

“B” – Budgets
Series Name: IU Operating Budget, Budget Office – Reference Books and Published Copies
Arrangement Scheme: Chronological
Dates: 1999-2004
Volume: 4 Binders
Disposition: Send to University Archives

“C” – Committee on Residence Records, Completions Reports, Courses Lists, and “C 380”

Series Name: Committee on Residence, Office of the Registrar
Description: Microfilm
Arrangement Scheme: Chronological
Dates: 1978-1984
Volume: 2 Rolls of 16mm microfilm
Disposition: Send to University Archives

Series Name: Completions Report
Description: Just the official report; no working papers
Arrangement Scheme: Chronological
Dates: 2005-2007
Volume: 3 Folders
Disposition: Send to University Archives

Series Name: “Master Course Deck,” Office of the Registrar
Description: Microfilm
Arrangement Scheme: Alphabetical
Dates: No Dates
Volume: 2 Rolls of 16mm microfilm
“C 380”

Series Name: “C 380”
Description: Microfilm
Dates: No Dates
Volume: 1 Rolls of 16mm microfilm
Disposition: Send to University Archives

“D” – Degree Reports

Series Name: HEGIS Degree Reports, University Registrar
Description: Microfilm
Arrangement Scheme: Chronological
Volume: 1 Roll of 16 mm microfilm
Disposition: Send to University Archives

Series Name: IU and Purdue University Degree Reports
Description: Computer Printouts of Tables
Arrangement Scheme: Chronological, Monthly and Annual
Disposition: Destroy

Series Name: IU Summary of Degrees in Table Form
Arrangement Scheme: Chronological
Dates: 1969-1978
Volume: 2 Binders
Disposition: Send to University Archives
“E” – Enrollment Census, Reports, Statistics, and Surveys

Series Name: – Enrollment Census
Description: Microfilm
Arrangement Scheme: Chronological
Dates: 1971-1982
Volume: 10 rolls of 16mm microfilm
Disposition: Send to University Archives

Series Name: – Enrollment, Census and other Statistical Data
Description: 3.5 inch diskettes, compact disks, and zip drives
Dates: No Dates
Volume: 98 diskettes, 29 compact disks, and 2 zip drives
Disposition: Destroy

Series Name: “Official Enrollment Report – Long and Short”
Description: Just the reports; not the working papers
Arrangement Scheme: Chronological
Dates: 1997-Present
Volume: 3 Record Center Boxes
Disposition: Retain last 5 years in the UIRR Office and send the records older than 5 years to University Archives

Series Name: Enrollment Reports – Working Papers
Description: Correspondence and data collected for the official report
Arrangement Scheme: Chronological
Dates: 2002-Present

Volume: 2.5 Record Center Boxes

Disposition: Retain last 5 years in the UIRR Office and destroy the records older than 5 years

Series Name: Enrollment Reports, Budget Office

Description: Published Report (Copies)

Arrangement Scheme: Chronological

Dates: 2001-2005

Volume: 4 Binders

Disposition: Destroy

Series Name: Enrollment Reports, Office of Registrar

Description: Published Report

Arrangement Scheme: Chronological

Dates: 1986-2002

Volume: 3 Binders

Disposition: Send to University Archives

Series Name: Enrollment Reports, Office of Registrar and Admissions and later by Institutional Research

Description: Official Published Report

Arrangement Scheme: Chronological

Dates: 1968-2000

Volume: 41 Binders

Disposition: Send to University Archives

Series Name: Enrollment Reports, 136-1175, 275-284, 185-396

Dates: 1936-1996

Volume: 3 Boxes
Series Name: Enrollment Reports, Dept/Course/Section, 185/190-194
Volume: 1 Box
Disposition: Send to University Archives

Series Name: Enrollment Reports, Major/Level, 186-305
Dates: 1986-2005
Volume: 1 Box
Disposition: Send to University Archives

Series Name: “Enrollment Reports BY Department, Course, Section”
Description: Computer Printouts
Arrangement Scheme: Chronological
Dates: 1994-2004
Volume: 27 Binders
Disposition: Destroy

Series Name: Enrollment, Pass/Fail Reports
Dates: 1994-2002
Volume: 1 Box
Disposition: Send to University Archives

Series Name: Enrollment, Pass/Fail Reports, CICRAO, IACRAO
Dates: 1994-2000
Volume: 1 Box
Series Name:  – Enrollment Reports, Indiana Colleges and Universities – Created by Parkhurst/Gunderson and Purdue University Staff
Arrangement Scheme:  Chronological
Dates:  1951-2009
Volume:  5 Binders
Disposition:  Retain last 5 years in the UIRR Office and send the records older than 5 years to University Archives

Series Name:  Enrollment, PW-WL/IPFW
Dates:  1996-2002
Volume:  1 Box
Disposition:  Destroy

Series Name:  – Enrollment and Degree Statistics
Description:  Copies and Drafts
Arrangement Scheme:  Chronological
Dates:  1894-1992
Volume:  1 Binder
Disposition:  Send to University Archives

Series Name:  – IU Historical Enrollment Data by Gwaltney, Bureau of Institutional Research
Arrangement Scheme:  Chronological
Dates:  1940-1967
Volume:  2 Binder
Disposition: Send to University Archives

Series Name: – Enrollment Surveys
Description: Working papers; drafts and data used in final report; also includes final report
Arrangement Scheme: Chronological
Dates: 1990-2009
Volume: 1 Record Center Box

Disposition: Retain last 5 years in the UIRR Office and send the records older than 5 years to University Archives

“F” – Financial Aid Reports, Financial Planning Reports

Series Name: Financial Aid Reports
Description: Just the official report; no working papers
Arrangement Scheme: Chronological
Dates: 1990-2006
Volume: 1 Record Center Box
Disposition: Send to University Archives

Series Name: Financial Aid Reports
Description: Published Copies of Official Report
Arrangement Scheme: Chronological
Dates: 1990-2004
Volume: 1 Binder
Disposition: Destroy

Series Name: Financial Aid Reports
Description: Working papers; drafts and data used in final report; also includes final report
Arrangement Scheme: Chronological
Dates: 1997-2004
Volume: 7 Folders
Disposition: Destroy

Series Name: Summary Data for Financial Planning
Arrangement Scheme: Chronological
Dates: 2003-2004
Volume: 1 Volume
Disposition: Send to University Archives

“G” – Graduation Reports
Series Name: Graduation Reports
Description: Just the official report; no working papers
Arrangement Scheme: Chronological
Dates: 1986-2003
Volume: 1 Record Center Box
Disposition: Send to University Archives

Series Name: Graduation Reports, Budget Office
Description: Publication Copies of Official Report
Arrangement Scheme: Chronological
Dates: 1986-1999
Volume: 1 Binder
Disposition: Destroy

Series Name: Graduation Rate Report
Description: Working papers; drafts and data used in final report; also includes final report
Arrangement Scheme: Chronological
Dates: 2000-2003
Volume: 4 Folders
Disposition: Destroy

Series Name: Matriculants, Census, 282-284, 284-285
Dates: 1982-1985
Volume: 2 Boxes
Disposition: Send to University Archives

“H” – Herron Art School Records
Series Name: Herron Art School Records
Description: Microfilm
Arrangement Scheme: Chronological
Dates: 1967
Volume: 5 Rolls of 16mm microfilm
Disposition: Send to University Archives

“I” – Incoming Profiles, ICHE Reports, IPEDS Reports
Series Name: “Incoming Beginner Profile”
Description: Just the official report; no working papers
Arrangement Scheme: Chronological
Dates: 2006-2009
Volume: 3 Folders
Disposition:  Send to University Archives

Series Name:  Indiana Commission for Higher Education (ICHE) – Reports

Dates:  1974-1993

Volume:  1 Box

Disposition:  Send to University Archives

Series Name:  Indiana Commission for Higher Education (ICHE) – Compilations, Drafts for Review

Arrangement Scheme:  Chronological

Dates:  1997

Volume:  1 Binder

Disposition:  Destroy

Series Name:  Indiana Commission for Higher Education (ICHE) – Miscellaneous Files

Description:  Records are on various topics including tape files, degree completion redesign, historical degree summaries, APIs

Arrangement Scheme:  Chronological

Dates:  1990s

Volume:  One-Half Record Center Box

Disposition:  Destroy

Series Name:  Indiana Commission for Higher Education (ICHE)/SIS – Working Files

Description:  Content used to prepare enrollment report for ICHE; File structures of data; Copies, Drafts, and Computer Print-outs

Arrangement Scheme:  Chronological

Dates:  1994-1997

Volume:  4 Binders

Disposition:  Destroy
Series Name: Indiana Commission for Higher Education (ICHE) – Degree Inventory

Arrangement Scheme: Chronological

Dates: 2002

Volume: 1 Binder

Disposition: Destroy


Description: Computer Printouts of Tables

Arrangement Scheme: Chronological

Dates: 1984-1999

Volume: 1 Binder

Disposition: Destroy

Series Name: Integrated Post Secondary Education Data System (IPEDS) Reports

Arrangement Scheme: By Decade (2000s, 1990s, 1980s); then by Type of Report, Alphabetically listed; then by Fiscal Year within each report

Examples of Types of Reports: Academic Library Survey, Big 10 Equipment Expenditure, Completions, Employment by Assigned Position, Enrollment, Faculty Salary, Fall Staff, Finance Survey, General Information, GRS, Human Relations, Institutional Characteristics, Instructions, Registration Information, SFA, Updates/Changes

Dates: 1966-Present

Volume: Total - 12.5 Record Center Boxes: Breakdown - 2000s – 4 record center boxes; 1990s – 3 record center boxes; 1980s – 2 record center boxes; 1960s-1970s – 3.5 record center boxes

Disposition: Retain last 5 years in the UIRR Office and send the records older than 5 years to University Archives

Series Name: Integrated Post Secondary Education Data System (IPEDS) - Enrollment Reports

Description: Computer Printouts of Tables

Arrangement Scheme: Chronological
Dates: 1986-1997
Volume: 2 Binders
Disposition: Destroy

Series Name: Integrated Post Secondary Education Data System (IPEDS) – Post Secondary Completions Report
Description: Computer Printouts of Tables
Arrangement Scheme: Chronological; Monthly and Annual
Dates: 1994-2000
Volume: 6 Binders
Disposition: Destroy

“L” – Library Reports, Lilly Reports
Series Name: Library Statistical Report
Description: Xerox Copies of Sections of IU Libraries Report
Arrangement Scheme: Chronological
Dates: 1995-2000
Volume: 1 Binder
Disposition: Destroy

Series Name: Lilly Annual Report
Arrangement Scheme: Chronological
Dates: 2002-2008
Volume: 5 Folders
Disposition: Destroy
“M” – Miscellaneous Reports

Series Name: Miscellaneous Historical Reports
Dates: 1982-1995
Volume: 1 Box
Disposition: Send to University Archives

Series Name: Miscellaneous Reports Created By Other IU Offices
Description: Registrar’s Enrollment and Statistical Reports; Budgetary Administration and Planning’s Summary Data for Financial Planning
Arrangement Scheme: Chronological
Dates: 1992-2005
Volume: 1 Record Center Box
Disposition: Send to Archives

Series Name: Reports, IACRAO/ACT/Big Ten/Land Grant
Dates: 1920-1995
Volume: 1 Box
Disposition: Send to University Archives

Series Name – “Misc. Requests” – Ad Hoc Requests for Data
Arrangement Scheme: Alphabetical by name of correspondent or committee, type of report, or subject; Then by Year
Dates: ca 1998-Present
Volume: 4 Record Center Boxes
Disposition: Retain last 5 years in the UIRR Office and send the records older than 5 years to University Archives
“R” – Retention Reports, Registration Cards

Series Name: Retention Reports
Description: Just the official report; no working papers
Arrangement Scheme: Chronological
Dates: 1986-Present
Volume: 1.5 Record Center Boxes
Disposition: Retain last 5 years in the UIRR Office and send the records older than 5 years to University Archives

Series Name: Retention Reports
Description: Working papers; drafts and data used in final report; also includes final report
Arrangement Scheme: Chronological
Dates: 1986-2009
Volume: 1.5 Record Center Boxes
Disposition: Retain last 5 years in the UIRR Office and destroy the records older than 5 years

Series Name: Retention Reports, Files
Dates: 1990-1995
Volume: 1 Box
Disposition: Send to University Archives

Series Name: “Undergraduate Retention Reports”
Description: Printed Copies
Arrangement Scheme: Chronological
Dates: 1986-2005
Volume: 1 Binder
Disposition: Send to University Archives
Series Name: Registration Cards, South Bend
Description: Microfilm
Arrangement Scheme: Alphabetical
Dates: 1985-1986
Volume: 2 Rolls of 16 mm microfilm
Disposition: Destroy

“S” – “SR Reports” and Surveys

Series Name: “SR Reports”
Description: Microfilm
Arrangement Scheme: Chronological
Dates: 1975-1979
Volume: 2 Rolls of 16 mm microfilm
Disposition: Send to University Archives

Series Name: Surveys, CULPA/NSF/Petersons
Volume: 1 Box
Disposition: Destroy

Series Name: Surveys, Petersons
Dates: 1996-1999
Volume: 1 Box
Disposition: Destroy

Series Name: Surveys, A-C, I-Z
Dates: 1975-1999
Volume: 3 Boxes
Disposition: Destroy

Series: Surveys, IL-FL/US News
Dates: 1985-1999
Volume: 1 Box
Disposition: Destroy

“T” – Teaching Load Reports
Series Name: Faculty Teaching Loads
Description: Microfilm
Arrangement Scheme: Chronological
Dates: 1932-1978
Volume: 12 Rolls of 16mm microfilm
Disposition: Send to University Archives

“V” – Vocational Education Reports
Series Name: Translation Table for Vocation Education and Occupation Classification Systems
Description: Xerox Copy
Arrangement Scheme: Chronological
Dates: No Date
Volume: 1 Binder
Disposition: Destroy

“W” – Withdrawals
Series Name: Withdrawal, Frozen Files, FA/IUIE/PELL, LIAM
Dates: No Dates
Volume: 1 Box
Disposition: Send to University Archives