Retention Schedule for SRO Records

2025

Record Retention General Concepts

A. Project Contracts and Data Agreements supercede this retention schedule.

B. Record Close Dates: The Project Grant End Date will be use as the records close date for project documentation and data. Records close dates for department records and non-sponsored work will be event-based, after a specific piece of work or process is complete. Eligible disposition dates will be calculated as the 1st day of the calendar year after the retention period has been met.

C. Preferred Format: Almost all records will be archived exclusively in a digital format with the exceptions listed below. Anything that has unique physical characteristics not easily represented in digital form will be considered on a case by case basis.
   a. Paraphernalia such as pens and mugs
   b. Printed respondent and interviewer materials such as pamphlets, calendars, brochures, letterhead, and postcards.
   c. Published and formal reports

D. Digitization: Paper records may be replaced by a digitized version after it is verified that content has been correctly captured. If content is entered in a different form (coded, focus group report, etc.), then scanning will be at the discretion of the Survey Director and paper records will be destroyed after verification that content has been correctly captured. Funds for digitizing these records will be drawn from the project's accounts and must be properly planned for in any project proposal.

E. Excluded: Within any record group, the following items do not need to be retained:
   a. Duplicates
   b. Preliminary drafts/versions of letters, reports, manuals, informal notes, etc., that do not represent significant steps and/or decisions in the project
   c. External source materials such as books, periodicals, manuals, training binders, newspapers and other printed material retained primarily for reference

F. Data Accessibility – Access to data will be guaranteed with the retention period, including stored procedures or other standard queries. Access to the data production environment will not be guaranteed.

Record Groups:

Departments	Retention	Disposition
All Departments – • Administrative records • Standards/Initiatives • Best practices • Trends and operational data	10 years	Review for archival value Shred/delete
All Departments - • Employee/personnel records incl. Payroll/Tax records	10 years from end of employment	Shred/Delete
Proposals – Awarded	Permanent	Archive
Proposals – Not Granted	10 years	Shred/Delete
Finance - • Budgets • Reports • Receipts	10 years	Shred/Delete
Sampling/Stats – • General methodology • External data sources • Production Monitoring	10 years	Review for archival value Shred/Delete
Technical Services – • Software (compiled) applications • Source code • User manuals	10 years from EOL	Review for operational value Delete

Projects	Retention	Disposition
Project Documentation – (not limited to) • Design and methodology documentation • IRB applications and respondent materials • Training manuals and materials	Permanent	Archive

• Client reports, progress reports • QC plans • Final instruments • Coding specifications, technical system specifications • Codebooks, debrief reports, weights, etc.		
Sample Data • Final sample files • Crosswalks • Sample frames	10 years	Shred/Delete
Paradata – Production • All sample management system data • Audit/session data • Email/text data	20 years	Shred/Delete
Paradata – Testing, Training, Certification	Project Closeout	Shred/Delete
Survey/Instrument/Administrative data – Production • Blaise merged files • Data ops processing files • Qualtrics data • Other instrument data	10 years	Delete
QC data/recordings • OLIVE • DRI files • SSL Recordings	2 years	Delete