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Note:

Retention schedules may change periodically.
 Please visit the Archives website for official, up-to-date General Records Retention Schedules.

Academic Program Reviews *Effective 9/2011*

Academic Program Reviews, including departmental self-studies, internal and external reports, and subsequent responses, conducted by academic departments and programs, centers and institutes in cooperation with the Office of Strategic Planning.

ACADEMIC PROGRAM REVIEWS	Record Holder	Office Retention	Office Disposition
Official Copy (Office of Record)	Strategic Planning	See office-specific records retention schedule for Strategic Planning	
Unofficial Copies	Any Office	As needed for reference	Destroy

Related Records:

Working papers that are created or used by an office during an Academic Program Review and that are not submitted to the Office of Strategic Planning should be transferred to the Archives within 10 years for appraisal and retention / destruction.

Program reviews conducted without involvement by the Office of Strategic Planning, together with related reports, working papers, and supporting documentation, should be transferred to the Archives within 10 years for appraisal and retention / destruction.

Accreditation Records *Effective 9/2011*

Records that document the University's institutional accreditation process and specialized accreditation processes for colleges, schools, departments and programs within the University. These records may include self-evaluations, correspondence, reports, and other supporting documentation.

ACCREDITATION RECORDS	Record Holder	Office Retention	Office Disposition
Official Copy (Office of Record)	Office responsible for managing the accreditation process	Up to 1 year after next accreditation process is completed	Transfer to the Archives to be processed for inclusion
Unofficial Copies	Not Applicable	Not Applicable	Not Applicable

Bulletin of Information *Effective 12/2009*

The *Bulletin of Information* is an annual publication that summarizes the programs of study, academic requirements, and course offerings of all Notre Dame degree programs. A separate bulletin is published for each program.

BULLETIN OF INFORMATION	Record Holder	Office Retention	Office Disposition
Official Copy (Office of Record)	Registrar, Graduate School, Law School, etc.	Time of publication	Transfer 2 copies to the Archives to be processed for inclusion
Unofficial Copies	Any Office	As needed for reference	Destroy

Course Instructor Feedback (CIF) Reports *Effective 12/2009*

Course Instructor Feedback reports are generated from evaluations by students at the end of each semester. The reports address the content of the course and the teaching style of the instructor. Results of these reports may be used during the tenure and promotion process. Because the reports are now available in electronic form only, all paper copies are Unofficial Copies.

COURSE INSTRUCTOR FEEDBACK (CIF) REPORTS	Record Holder	Office Retention	Office Disposition
Official Copy (Office of Record)	Institutional Research	See office-specific records retention schedule for Institutional Research	
Unofficial Copies	Any College or Academic Department	As long as relevant for the tenure and promotion process	Destroy

Note:

These reports were previously known as Teacher Course Evaluations (TCE).

Course Syllabi *Effective 12/2009*

Course syllabi are created by faculty members and may contain a course description, course objectives, course requirements and policies, lists of assignments, grading criteria, etc.

COURSE SYLLABI	Record Holder	Office Retention	Office Disposition
Official Copy (Office of Record)	Academic Departments	Up to 5 years	Transfer to the Archives for appraisal and retention / destruction
Unofficial Copies	Not Applicable	Not Applicable	Not Applicable

Theses and Dissertations *Effective 12/2009*

Graduate level theses and dissertations authored by Notre Dame students in partial fulfillment of their requirements for graduation.

THESES AND DISSERTATIONS	Record Holder	Office Retention	Office Disposition
Official Copy (Office of Record)	Graduate School	Time of publication	Printed Publication: Transfer 1 copy to the Archives to be processed for inclusion
			Electronic Publication: Transfer 1 copy to the Archives to be processed for inclusion
Unofficial Copies	Any Office or Individual	As needed for reference	Destroy

Notes:

Copies of graduate level theses and dissertations are submitted to the Hesburgh Libraries for use in the Library's general collection.

Undergraduate theses from certain departments or programs and select papers concerning Notre Dame and/or Catholic history may be accepted by the Archives for inclusion in the University's permanent collection of archival records. Please contact the Archivist for Records Management for additional information.