

## Dean for Institutional Diversity Records

Description	Examples	Notes	Due at Archives
Minutes of College Standing Committees	Council on Diversity and Equity	Please deliver your <b>approved</b> committee minutes and attachments to the Archives in digital format (Pdf preferred) in a timely manner using this <a href="#">form</a> .	Submit after committee approval. See notes.
College Publications	Newsletters (e.g. Inclusion Bulletin); Event programs and Publicity documents		At time of publication
Records of Key Programs	Sustained Dialogue, Learning Circles, Diversity Innovation Fund Initiatives		At time of publication
Reports	Action Plan for Diversity		At time of publication
Surveys	HEDS Diversity and Equity Campus Climate Survey	Archives preserve executive summary at least. Consider submitting pdf copy for Dspace. [collection TBD]	At time of publication