Instructions for Transfer of Final Research Reports into University Archives

To ensure compliance with Tennessee Tech Policy 113: Record Retention and Disposition, all principal investigators (PIs) on externally funded projects are responsible for the transfer of the final project report to the University Archives. This procedure provides instructions for uploading final reports or deliverables from g

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1.

3. Using your mouse, select the folder

- **Description (V5: scope and content):** Select "use folder name"
  Do not check "Digital Surrogate" box
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