

Advancement Development

Records Liaison: Leslie VanLaarhoven

Devlp1 Cash Receipts Journals

Copy of daily CRJ and monthly reports. File may include but is not limited to, information about donations, copies of checks and donor information.

Cut off at the end of the fiscal year and retain seven years.

Devlp2 Phonathon Cards

Cards with biographical data for calling parents, alumni and friends during fall and spring phonathons. Printed for use during the phonathons which are usually held in Fall and Spring.

Retain until next college wide shredding date.

Devlp3 Special Fundraising Events

All documentation relating to a department's involvement/participation with an on or off-campus event. File may include but is not limited to, gift agreements, correspondence and campaign pledges (PDF).

Retain active plus two years.