

Executive

General Counsel

Records Liaison: Liz Kenney

GenCnsl1 Legal Advice Records

This series documents advice, opinions, and background on matters of legal concern which may impact office programs or functions. Records include legislation, case histories, legal opinions from the Office of the General Counsel, and related correspondence.

Retain for twelve years, then send to Archives for review.

GenCnsl1.1 Legal Proceeding and Investigation Records

This series consists of records relating to legal proceedings and investigations, including litigation, hearings, and complaints filed with courts and regulatory agencies. Records include background information, pleadings, statements of position, investigatory records and reports, legal memoranda and briefs, discovery documents, settlements, agreements, copies of dispositions and court documents, and related correspondence.

Retain twelve years after case and all appeals have expired, then send to Archives for review.

GenCnsl1.2 Board of Trustees

Includes but is not limited to current Trustee listings: names, contact information, CV's mailing lists, terms, potential trustees, committee assignments, minutes, resolutions, handouts, presentations, and supporting documents referenced in the minutes.

Permanent.

GenCnsl1.3 Corporation

All minutes, resolutions and supporting documents referenced in the minutes pertaining to the Board of Incorporators, Fellows and The Corporation.

Permanent.

GenCnsl1.4 Division Heads

Information from meetings between the President and the Division Heads, special projects and/or events, general correspondence.

Retain current plus one year.

GenCnsl01.5 Quarterly Management

File includes but is not limited to all documentation relating to the planning and agenda of the meeting.

Retain current plus one year.