

# Executive

# President's Office

Records Liaison: Jessica Pina

**PresOff1**            Presidential Records

**PresOff1.1**        Job Descriptions

*Job descriptions for members of staff and/or administrators of the President's office.*

Retain until updated or superseded.

**PresOff1.2**        Rev. Mark T. Cregan, CSC

*Articles, photo's, magazines, President's biography.*

Permanent, Send to Archives.

**PresOff1.3**        President's Car

*President's Car: Maintenance invoices and receipts, plate number and copy of registration.*

Cut off at the end of the fiscal year and retain one year.

**PresOff1.4**        Non-Profit Course

*Student course evaluations related to course taught by President.*

Retain until superseded.

**PresOff1.5**        Student accounts

*Expenses for students covered by the Presidential scholarship.*

Cut of at the end of the fiscal year and retain one year.

**PresOff2**            Financial

**PresOff2.1**        President's Stonehill Checking Account

*Monthly statements and account reimbursements.*

Cut off at the end of the fiscal year and retain one year.

**PresOff3**            Professional Organizations and Association Files

**PresOff3.1**        Association of American Colleges and Universities (AAC&U)

	<i>Membership dues invoices, annual meetings information.</i>	Retain until no longer of administrative need.
<b>PresOff3.10</b>	National Association of Independent Colleges and Universities(N	
	<i>Dues, NAICU profile (released every 3-5 years).</i>	Retain until no longer of administrative need.
<b>PresOff3.11</b>	Nativity Preparatory School	
	<i>Board information, donation acknowledgments and by laws.</i>	Retain until no longer of administrative need.
<b>PresOff3.12</b>	National Collegiate Athletic Association (NCAA)	
	<i>Correspondence and meeting materials.</i>	Retain until no longer of administrative need.
<b>PresOff3.13</b>	New England Association of Schools and Colleges (NEASC)	
	<i>Membership dues.</i>	Retain until no longer of administrative need.
<b>PresOff3.14</b>	New England Board of Higher Education	
	<i>Correspondence, board appointment information, members handbook, board meeting materials.</i>	Retain until no longer of administrative need.
<b>PresOff3.15</b>	Northeast 10 Council (NE-10)	
	<i>Correspondence, board appointment information, members handbook, board materials.</i>	Retain until no longer of administrative need.
<b>PresOff3.16</b>	Our Lady of Holy Cross College	
	<i>Correspondence, board information.</i>	Retain until no longer of administrative need.
<b>PresOff3.2</b>	American Council on Education (ACE)	
	<i>Membership dues invoices, annual meetings information.</i>	Retain until no longer of administrative need.
<b>PresOff3.3</b>	Association of Independent Colleges and Universities in MA (AIC	
	<i>Membership dues, annual meetings information, correspondence and Executive Committee information.</i>	Retain until no longer of administrative need.

<b>PresOff3.4</b>	Caritas Good Samaritan Board	Retain until no longer of administrative need.
<i>Executive and Annual meeting materials.</i>		
<b>PresOff3.5</b>	Covenant House	Retain until no longer of administrative need.
<i>Board meeting materials.</i>		
<b>PresOff3.6</b>	Council of Independent Colleges (CIC)	Retain until no longer of administrative need.
<i>Membership dues, Board of Directors meeting information.</i>		
<b>PresOff3.7</b>	Highbridge Community Housing	Retain until no longer of administrative need.
<i>Disclosure statement for Fr. Mark Cregan, meeting notes and agendas.</i>		
<b>PresOff3.8</b>	Massachusetts Housing Committee	Retain until no longer of administrative need.
<i>Committee Information.</i>		
<b>PresOff4</b>	Committee Files	Permanent, send to Archives.
<b>PresOff4.1</b>	Catholic College Presidents of Boston	Retain until no longer of administrative need.
<i>Information on Catholic Identity for Boston College, Merrimack College, Regis College and Emmanuel College. Minutes and correspondence from projects.</i>		
<b>PresOff4.2</b>	Catholic Schools Recruitment	Retain active plus two years, and then transfer to Archives for review.
<i>Information, meeting minutes and information on the 2010/Catholic Schools collaboration between Stonehill and local schools.</i>		
<b>PresOff4.3</b>	Catholic Common Ground Initiative	Retain until no longer of administrative need.
<i>Project Files.</i>		
<b>PresOff4.4</b>	Master Plan	

2003 Report.

Retain until no longer of administrative need. Send to Archives for review.

**PresOff4.5** Science Center

*Correspondence, RFP's from top competitors, Design presentations from S/L/A/M.*

Retain until no longer of administrative need then send to Archives.

**PresOff4.6** Attaining the Summit

*Campaign Committee members.*

Retain until no longer of administrative need then send to Archives.

**PresOff4.7** Congregation of Holy Cross

*Statement of Principles, chapter meetings, gift acknowledgements, source book.*

Fr. Cregan retains the statement principles. Advancement retains the gift acknowledgements. All other documents will be retained until no longer of administrative need.

**PresOff5** Department Files

**PresOff5.1** Finance

*Information from weekly meetings between the President and the Vice President of Finance, special projects and/or events, general correspondence.*

Retain until no longer of administrative need and send to Archives for review.

**PresOff5.2** Student Aid and Finance

*Information from weekly meetings between the President and the Department Head, special projects and/or events, general correspondence.*

Retain until no longer of administrative need and send to Archives for review.

**PresOff5.3** Student Affairs

*Information from weekly meetings between the President and the Vice President of Student Affairs, special projects and/or events, general correspondence.*

Retain until no longer of administrative need and send to Archives for review.

**PresOff5.4** Athletics

*Information from weekly meetings between the President and the Department Head, special projects and/or events, general correspondence.*

**PresOff5.5**          Academic Affairs

*Information from vice President of Academic Affairs, special projects and/or events, general correspondence.*

**PresOff5.6**          Academic Catalog

*Yearly updates to the Academic catalog-Executive Division only.*

**PresOff5.7**          Admissions

*Enrollment managements reports, Admission Inquiry forms.*

**PresOff5.8**          Academic Development

*Grant applications.*

**PresOff5.9**          Marketing

*Information from weekly meetings between the President and the Vice President of Marketing, special projects and/or events, general correspondence.*

**PresOff6**            Faculty

**PresOff6.1**          Chair Appointments

*Correspondence from Fr. Cregan.*

**PresOff6.2**          Sabbatical Request

*Correspondence from Fr. Cregan.*

Retain until no longer of administrative need and send to Archives for review.

Retain until no longer of administrative need and send to Archives for review.

Retain until updated or superseded

Retain until no longer of administrative need and send to Archives for review.

Cut off at the end of the fiscal year and retain one year. Office of record Academic Development.

Retain until no longer of administrative need and send to Archives for review.

Retain active plus two years, and then transfer to Archives for review.

Retain active plus two years, and then transfer to Archives for review.

<b>PresOff6.3</b>	Department of Business Administration	Retain until no longer of Administrative need then send to Archvies for review.
<i>Candidate for Association to Advance Collegiate Schools of Business (AACSB) Accreditation.</i>		
<b>PresOff6.4</b>	Faculty Search Records	
<i>Department search for Assistant professor.</i>		Retain until no longer of administrative need.
<b>PresOff7</b>	Special Events/Projects	
<b>PresOff7.1</b>	Division Heads Retreat	
<i>Retreat materials and coordination of event.</i>		Retain until no longer of administrative need then send to Archives.
<b>PresOff7.2</b>	President's Christmas cards	
<i>Yearly mailing list, personal note and card.</i>		Office of Record: Media Relations. Mailing list is retained for one year. Card sent to Archives annually for permanent retention.
<b>PresOff7.3</b>	Gaudete Medal Awards	
<i>Yearly events files, guest list, invitations, master list.</i>		Retain active plus two years and then transfer to Archives for review and final disposition.
<b>PresOff7.4</b>	Commencement	
<i>Potential Honorary Degree Recipients, Honorary Degree Master listing, files from 2001-current year.</i>		Retain active plus two years and then transfer to Archives for review.
<b>PresOff7.5</b>	Trustee Emeriti	
<i>Current Emeriti listing: names, contact information, mailing lists.</i>		Retain until updated or superseded.
<b>PresOff7.6</b>	Academic Convocation	

*Correspondence, flyers, programs, event set up and catering, scripts and speeches.*

Office of record: President's Office. Retain active plus two years, and then transfer to Archives for review.

**PresOff8**

Work Study

*File includes but is not limited to applications, award funds, schedules, timesheets, confidentiality agreements, highr approval form.*

Retain for two years from the date student no longer works in office or graduates.