

Student Affairs Student Activities

Records Liaison: Jim Hermelbracht

StuAct1 Club and Organization

StuAct1.1 Club and Organization Rosters

Listings of Club and Organization officers including name and current contact information.

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

StuAct1.2 Minutes

Minutes submitted by student clubs and organizations after group meetings held.

Cut off at the end of the academic year and send to archives for permanent retention.

StuAct1.3 Budgets

Budgets submitted by student clubs and organizations requesting funding for semester operations.

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

StuAct1.4 Constitutions

Constitutions/By-Laws of Stonehill clubs and organizations.

Retain until superseded and then send to archives for permanent retention.

StuAct2 General Events

StuAct2.1 Orientation

All documentation relating to annual new student orientation.

Publicity and Schedules - Send to Archives for permanent retention when administrative need ends. Retain all other records for two years.

StuAct2.2 Family Weekend

All documentation relating to Family Weekend activities. File may include but is not limited to not limited to schedules, registration forms and master list.

Publicity and Schedules - Send to Archives for permanent retention when administrative need ends. Retain original registration forms for current year. Retain all other records for two years.

StuAct2.3 Leadership Program

All documentation relating to Stonehill's student leadership program.

Publicity and Schedules - Send to Archives for permanent retention when administrative need ends. Retain all other records for two years.

StuAct3 SGA-Student Government Association

Minutes of Meetings

Permanent. Send to Archives when administrative need ends.