

Advancement Alumni Affairs

Records Liaison: Arlene Giannaros

AlumAffairs1 Alumni Counsel

All documentation relating to the Alumni Council bi-annual meeting, including minutes, reports and agendas.

One copy permanently in the Office. One copy sent to Archives.

AlumAffairs2 Reunion Files

All documentation relating to Reunion Events, including but not limited to registrations, invitations, correspondence and schedules.

Retain ten years. Send invitations and schedules to archives for permanent retention.

AlumAffairs3 Alumni Event Files

All documentation relating to programs held by the Alumni Office. File may include but is not limited to publicity, registrations, correspondence, schedules.

Retain five years. Send publicity to archives for permanent retention.

AlumAffairs4 Returned Mail

All mail that is returned from post office due to incorrect addresses.

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

AlumAffairs5 Student Alumni Association

All documentation relating to the Student Alumni Association.

AlumAffairs5.1 Rejected Applications

Applications of students who apply to be a member of the Student Alumni Association.

Accepted- Transfer to Member File (AlumAffairs5.2) Rejected- Retain for two years.

AlumAffairs 5.2 SAA Member Files

All records relating to members of SAA.

Permanent.

AlumAffairs6 Alumni Scholarship Applications

File includes but is not limited to all applications for the Alumni Scholarship Award.

Retain for one year then shred.