

**BusAdm1**            AACSB Accreditation Process

*All documentation relating to the department's accreditation by AACSB. File may include but is not limited to correspondence, reports, agendas and conference reports.*

Retain until no longer of administrative value and transfer to Archives for historical review and final disposition.

**BusAdm2**            Syllabi

*Department of Business Administration syllabi and course outlines submitted by faculty.*

Retain until no longer of administrative value and transfer to Archives for historical review and final disposition.

**BusAdm3**            Student Transfer Records

*Files for students transferring into the Business Administration Department. File may include but is not limited to application, transcripts, recommendation letters and statement of intent pursuant to transfer into business from other academic disciplines.*

Retain for six months after the student graduates.

**BusAdm04**          Internship

*All documents relating to the intern process. File includes but is not limited to application forms and evaluations.*

Retain for one year after student graduates.