

# Finance

# Conference and Event Services

Records Liaison: Jane Marinelli

## **ConfEvt1** R-25 Campus Reservation

*Facility and room reservations which comprise the campus master calendar for a calendar year. Note: Retention applies to both paper and electronic copy.*

Cut off at the end of the calendar year and retain two years.

## **ConfEvt2** License Agreements

*Signed license agreements stipulating the terms and conditions for external groups renting facility space on campus. File may include but is not limited to reservations, correspondence, proof of insurance and agreements. Note: See ConfEvt3 for Summer Conference and Sports Camp License agreements.*

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

## **ConfEvt3** Summer Conference and Sports Camp License Agreements

*Signed license agreements stipulating the terms and conditions for external summer groups and sports camps renting facility space on campus during June-mid August. File may include but is not limited to reservations, correspondence, proof of insurance and agreements.*

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

## **ConfEvt4** Billing Files

*All documentation relating to billing for services related to various on and off campus events.*

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

## **ConfEvt5** Copies of Police Reports

*Copies of police reports received from campus police related to events/visitors scheduled through conference and event services.*

Retain current plus one year.