

## Academics

# English, Communication, Fine Arts, Theatre Arts, Honors Program, Cushing-Martin Gallery and Nakamichi Concert Series

Records Liaison: Beth Pearson

### **CusMart1** Course record series

*Syllabi, course descriptions, outlines, course requests/approvals, hand-outs.*

Cut off at the end of the academic year, retain five years then transfer whole file to Archives for review and final disposition.

### **CusMart2** Honors Program

*All correspondence to HP students.*

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

### **CusMart3** Student Internship Records

*Correspondence with intern and company.*

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