

# Academics

# Duffy Academic Support Services

Records Liaison: Wendy Hanawalt

**DuffyAdm1** Standing Committee Files Faculty Senate

*All documentation relating to activities of the Senate, including minutes, reports, membership lists, election results, agendas, proposals correspondence, etc.*

Permanent. Transfer to Archives annually.

**DuffyAdm2** Database for Searches

*Record of searches including but not limited to list of applicants and responses*

Retain one year.

**DuffyAdm3** Faculty Requests

*File may include but is not limited to work requests for faculty, syllabus, tests recommendations.*

Retain until no longer of administrative need.

**DuffyAdm4** Search Applications