

Finance

Media/Videography Services

Records Liaison: Mike Pietrowski

Media1 Forms

Media1.1 Releases

Includes all releases for the Media Department signed by individual being taped at various programs.

Retain Permanently. Send to Archives when no longer of administrative need.

Media1.2 Requests for Equipment

Includes all requests for use of equipment.

Retain current plus one year.

Media1.3 Sign Out Forms

Includes all documentation relating to the borrowing of equipment.

Retain current plus one year.

Media2 TV Production Class

Includes but is not limited to all documentation relating to the TV Production Class.

Retain until no longer of administrative value.

Media3 Inventory Logs

Includes a log of all equipment the College owns.

Retain until updated or superseded.

MediaRel1 Citations

Copies of citations given to persons receiving honorary degrees or other types of awards from Stonehill College.

Send copy to archives for permanent retention. Send office copy to Researcher's Office after one year.

MediaRel2 Press Releases

Statements sent to the press and/or posted on website for events or other items relating to Stonehill College.

Retain until no longer of administrative value. Send one copy of each release to the archives for permanent retention.

MediaRel3 News Clippings from Clipping Service

Copies of newspaper articles received from clipping service and distributed to various offices.

Retain until no longer of administrative value. Send one copy of each release to the archives for review and disposition.