

Mission

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Records Liaison: Lyn Feeney

Mission1

Catholic Identity

All documentation relating to events, programs, projects, and committees relating to Catholic Identity overseen by Mission Division. File may include but is not limited to agendas, correspondence, minutes and reports.

Retain until not longer of administrative value and then send to archives for review and final disposition.

Mission2

Orientation

All documents relating to orientation of new trustees or employees of the College.

Retain active plus one year.