

Mission

Center for Non-Profit Management

Records Liaison: Georgia Antonopoulos

NonProfit1 Center for Social Concern

Defunct as of 2003.

Retain records until administrative need ends, then send to Archives for review and final disposition.

NonProfit2 Workshops

Documentation relating to workshops held by Center for Non-profit. Includes but is not limited to marketing documents, registration information, evaluations and reports.

Reports and marketing documents-permanent. All other information retain two years.

NonProfit3 Internships

File includes but is not limited to applications, resumes and any other documentation relating to student internships.

Cut off at the end of the fiscal year and retain three years.

NonProfit4 Special Initiatives

Documents relating to special initiatives coordinated by the Center.

Permanent. Send to Archives when administrative need ends.

NonProfit5 Resource Training Library

Documents and other publications collected by Center and maintained as library for use by non-profit organizations.

Retain until superseded or no longer of administrative need.