Retention Schedule - President’s Office – Communications and Scheduling Functions

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1) **Event Files**  - Files on various presentations given by the President – Includes invitations, correspondence, and speeches

   **Format** - In paper and electronic formats

   **Disposition** - Paper files are the most complete and will be regarded as the archival record

   Transfer paper files to Archives 2 Years after Event

   Electronic Copies keep as long as required for administrative purposes and then delete

2) **Briefing Files** – Files of events that do not involve a speech or formal presentation

   **Format** – Paper files

   **Disposition** – Transfer to the Archives annually.

3) **Presidential Speeches**

   **Format** - Electronic copies

   **Disposition** - Transfer to the Archives annually. Archives will make electronic copies available on-line

4) **E-Mails to Faculty and Staff relating to significant events or decisions**

   **Format** - Electronic copies

   **Disposition** - Transfer to the Archives annually and Archives will make electronic copies available in the Archives of Institutional Memory (AIM)

5) **Presidential Updates** – Updates on decisions and events sent to a select group of alumni, faculty and administrators
6) **Video and Audio Recordings** – Recordings of events in which the president has participated, including radio commentaries, video updates, and recorded messages for a variety of university constituents.

**Format** - DVD

**Disposition** - Transfer to the Archives annually and Archives will make electronic copies available in the Archives of Institutional Memory (AIM)

7) **Press Releases involving Presidential decisions or events**

**Format** - Electronic Copies

**Disposition** - President’s Office is not the “Office of Record”; keep as long as required for administrative purposes and then delete

8) **Articles by the President**

**Format** - Electronic and paper copies

**Disposition** - Transfer to the Archives annually and Archives will make electronic copies available in ScholarWorks

9) **Photographic images of events and trips**

**Format** - Digital and paper based images

**Disposition** - President’s Office is not the “Office of Record”; keep as long as required for administrative purposes and then delete