**President's Office**

The President is the chief operating officer of the college. The office is responsible

for directing the operations of the college and is the office which maintains

contact with and reports directly to the Board of Trustees. Since the founding of

Davidson College in 1837, there have been twenty-two presidents and acting

presidents.

**Retention Schedule**

**General Files.** Records concerning the administration of the college. The file

includes records on athletics, building programs, foundations, faculty and staff,

scholarships, college departments and the Board of Trustees. The files contain

reports, correspondence, and reference materials.

Disposition Instructions: Maintain current files in office, transfer inactive

files to College Archives for appraisal and final disposition.