**WDAV**

WDAV began operating in 1970 as a student run FM radio station housed in the

basement of the student union building. In 1978, the station changed to the 89.9

frequency and increased to 18,500 watt power extending its broadcast range to a

50 mile radius around Davidson.

In the same year, the Davidson College Board of Trustees ruled that the station

would be run by College administration rather than students and that the

programming should be predominately classical. The station was off the air for

several weeks and new staff was hired to replace the student volunteers.

In 1985 WDAV won the Governor's Award of Excellence for it support of the arts

and in 1986, the station moved into a new facility, the McMillan Building. In the

next two years WDAV became qualified by the Corporation for Public

Broadcasting and began broadcasting 24 hours a day. In 1995, the station will

complete a signal improvement project to enhance its broadcast range and

quality.

**Retention Schedule**

**Administrative – General Files.** Records concerning the administration of the

station. Files include memorandum, job applicants, job searches, insurance,

national organizations and associations, college departments, and other radio

stations. Files may contain restricted information. (Job applicants and searches).

Disposition Instructions: General files: Destroy in office when reference

value ends. Job Searches: Transfer applications and other records for

individuals hired to appropriate personnel file when individual accepts

position. Destroy in office applications for individuals not hired 2 years after

date of receipt if no charge of discrimination has been filed. If charge has

been filed, destroy in office 1 year after resolution of charge.

**Advisory Board.** Records concerning the WDAV Advisory Board. Files include

programming committee records, membership, minutes, and correspondence.

Disposition Instructions: Transfer to College Archives after six years for

appraisal and final disposition.

**Arbitron.** Copies of survey data. The station supplies Arbitron with

programming information and receives rating reports.

Disposition Instructions: Destroy in office after 3 years or when reference

value ends, whichever is later.

**Budgets.** Reference copies of budgetary records. File may include budget

reports, requests for budget changes, copies of invoices, and other related

records.

Disposition Instructions: Destroy in office after 1 year or when reference

value ends, whichever is later.

**Community Relations.** Records concerning promotional activities,

announcements, and area arts and music programming.

Disposition Instructions: Destroy in office when reference value ends.

**Completed Projects and Archival Files.** Records of previous special projects

or task forces. Files may include correspondence, reports, memorandum, and

related records.

Disposition Instructions: Transfer to College Archives when reference value

ends.

**Corporation for Public Broadasting.** Records concerning grants from the

Corporation for Public Broadcasting. Files include reports, audits and other

related records.

Disposition Instructions: Destroy in office after 6 years or when reference

value ends, whichever is later.

**Membership.** Records relating to memberships and membership renewals. Files

contain restricted information.

Disposition Instructions: Destroy in office after 3 years or when reference

value ends, whichever is later.

**Personnel.** Records concerning former personnel. File may include applications,

resumes, job descriptions, personnel action forms, evaluations, correspondence,

and other related records. Files contain restricted information.

Disposition Instructions: Destroy in office 1 year after employees terminate

service or when reference value ends, whichever is later.

**Program Logs and Operation Logs**. Records of programming and technical

checks.

Disposition Instructions: Destroy in office after 3 years.

**Promotional FIiles.** Copy prints of photographs for use in promotional

materials.

Disposition Instructions: Destroy in office when reference value ends.

**Public Files.** Records required by the FCC concerning the station's licensing. Files

include letters from the public, signal applications, license renewal, ownership

reports, programming reports, and Equal Employment reports.

Disposition Instructions: Transfer to College Archives after 4 years for

appraisal and final approval.

**Newsletter.**  Copies of the station's newsletter.

Disposition Instructions: Retain one copy in office permanently. Transfer

one copy to Library for permanent retention.