**Spanish Department**

The first courses in Spanish at Davidson College were taught by Dr. William Grey

in 1914-1915. By 1925, 247 students were enrolled in Spanish classes and two

new faculty, Fred Fleagle and Augustin Goldiere, had been added. In 1941, the

Department of Romance Languages was formed combining French and Spanish.

Fifteen years later, the Department of Romance Languages was divided into

separate French and Spanish Departments. Currently, the Spanish Department

has eight faculty, including visiting instructors.

**Retention Schedule**

**Budget Files.** Reference copies of budgetary records. File may include budget

reports, requests for budget changes, budget authorizations, and other related

records.

Disposition Instructions: Destroy in office after 3 years.

**Course Lists.** Records of students enrolled in courses offered by the

department.

Disposition Instructions: Destroy in office when reference value ends.

**Departmental Records.** Records concerning the administration of the

department. Files may include departmental meetings, memorandum, course

assignments, class schedules, reports and other related records.

Disposition Instructions: Transfer to College Archives after 6 years for

appraisal and final disposition.

**Job Searches.** Records concerning activities of specially-formed search

committees charged with recruiting new or replacement faculty members. File

may include correspondence, resumes, applications, evaluation and other related

records. Files contain confidential information.

Disposition Instructions: 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.

**Majors.** Records for students majoring in Spanish and/or transferring credits for

Spanish. Files include correspondence, information relating to courses taken in

other countries, and other records. Files may contain confidential information.

Disposition Instructions: Maintain in office for 1 year after graduation or

after student permanently withdraws from the college. Destroy in office

when reference value ends.

**Placement Exams.** Records of language placement examinations taken by

freshmen and transfer students. The examinations are used to determine

placement in language classes and exemptions. Files may contain confidential

information.

Disposition Instructions: Destroy in office after 2 years.

**Reference Files.** Reference information concerning subjects pertinent to or of

interest to the department. Files may include articles, publications, bibliographies,

library holdings lists, and other material.

Disposition Instructions: Destroy in office when superseded or reference

value ends.

**Tests and Examinations.** Copies of tests and examinations completed by

students in Spanish department courses. Files contain confidential information.

Disposition Instructions: Destroy in office after 1 year.