**Biology Department**

The first reference to biology at Davidson occurred in 1892 when the College

Trustees considered a proposal for a Professorship of Physiology and Hygiene. A

second proposal was made in 1902 to create a Chair of Biology. Four years later,

the position was established, and John Wilson MacConnell was hired in 1907 to

teach one course in Biology along with his duties as college physician. By 1925,

enrollment in Biology courses grew to 198 students and Dr. MacConnell was

joined by three additional faculty. Student interest in medical careers led to

continued growth both in numbers of students and faculty. The department

moved in 1960 from Chambers Building to the newly constructed Dana Science

Building. In 2006, the department had 16 faculty members, including two

postdoctoral teaching fellows.

**Retention Schedule**

**Administrative Records**. Records concerning departmental administration and

activities. Includes files on alumni, student research, self-study, committees, Life

Sciences building, equipment inventories, correspondence, speakers series,

Project Kaleidoscope, School for Field Studies, and student organizations (Biology

Society, Tri-Beta).

Disposition Instructions: Correspondence, speaker/seminar files,

organization files: transfer to College Archives after 5 years for appraisal

and final disposition.

Equipment inventories: Destroy in office when superseded or obsolete.

**Biology Majors**. Records concerning students declaring majors in the

department. Files may contain transcripts, memorandum, and other related

records.

Disposition Instructions: Destroy in office 4 years after student graduates

or terminates enrollment or when reference values ends, whichever is

later.

**Budget Information.** Reference copies of budgetary records. Files may include

budget reports, requests for budget changes, budget authorizations, copies of

purchase orders or invoices, and other related records.

Disposition Instructions: Destroy in office after 3 years.

**Faculty Files.** Records relating to current and former faculty members. Files may

contain resumes, biographical information, copies of awards, internal evaluations.

Files may contain restricted information.

Disposition Instructions: Destroy in office when reference value ceases.

**Grants.** Records concerning grants awarded to and/or administered by the

department. Files may include administrative documents, reports, regulations and

guidelines, proposals, correspondence, audits, and other related records.

Disposition Instructions: Destroy working documents 4 years after

termination of grant and when released from all audits, whichever occurs

later. Transfer proposals of awarded grants to College Archives 4 years after

termination of grant and when released from all audits, whichever occurs

later.

**Job Search Committee Files**. Records concerning activities of specially-formed

search committees charged with recruiting new or replacement faculty members.

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

records. Files may contain restricted information.

Disposition Instructions: Transfer applications and other records for

individuals hired to appropriate personnel file when individual accepts

position. Destroy 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.

**Safety Officer Files.** Records concerning hazardous materials, animal care

protocols, assurances of compliance, and college reports and regulations.

Disposition Instructions: Inventory reports, assurance forms: Permanent,

transfer to College Archives after 10 years. Regulations: Destroy in office

when superseded or obsolete.