**Alumni Relations**

The Office of Alumni Relations is responsible for overseeing activities related to

alumni programs including Homecoming, reunions, publications, and alumni

chapter events. The first Alumni Association programs were informal gatherings

during commencement. By 1876 increasing interest in alumni relations with the

college led to a request that four of the College Trustees be elected as alumni

representatives. Alumni also began to publish catalogs or directories of former

students. In 1903, the Davidson College Alumni Association of Charlotte was

formed and in 1914 alumni contributions helped build a new gymnasium for the

campus.

By 1920, there were 8 regional chapters and in 1926, the first Alumni Secretary

was hired with funding through the Alumni Association. W. Ernest Melton, class of

1926 served as Director of Publicity and Alumni Secretary for 6 years. He was

succeeded by D. Grier Martin. The first issue of the Alumni Journal appeared in

1934. Martin left the position in 1936 but was to return in 1958 as college

president. In 1938, the College assumed full responsibility for the salary and

oversight of the position. By the 1960s the office had expanded to include an

Assistant Director. The position for the year 1960-1961 was held by another

future college president, John Kuykendall.

**Retention Schedule**

**Administrative Files.** Records concerning the administration of the office. Files

may include reports, memorandums, correspondence, reference information,

subject files, budget information, and other related records.

Disposition Instructions: Transfer to College Archives after 5 years for

appraisal and final disposition, except for personnel files. Destroy personnel

files in office when reference value ceases.

**Alumni Card File.** Records on each student attending Davidson College. Files

consist of index cards containing biographical information.

Disposition Instructions: Permanent. Retain in office permanently.

**Chapter Files.** Records relating to alumni chapters. Files may include

correspondence, publications, newsletters, mailing lists and other related records.

Disposition Instructions: Destroy in office when reference value ends.

**Class Files.** Records relating to each graduating class of Davidson College. Files

contain information related to the class as a whole, rather than individual

members of the class. Files may contain correspondence, newsletters,

publications, and other related records.

Disposition Instructions: Permanent. Retain in office until reference value

ends, transfer to College Archives.