**College Union**

The Director of the College Union is responsible for generating programs, working

with the College Union Board and Davidson Outdoors, and managing the Union

facilities. In addition, the office handles student organization activities including advising

student organizations on funding and event planning, working with the Activities

Tax Council and monitoring use of student organization funds.

**Retention Schedules**

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

responsibilities including program planning, committees, annual reports,

calendars, etc. Files may include reports, correspondence, memorandums,

publicity materials, and other related records.

Disposition Instructions: Maintain in office for 3 years, transfer to College

Archives for appraisal and final disposition.

**Audio and Video Tapes.** Audiotapes: recordings of campus speakers. Videos:

edited and unedited videotape recordings of college and college-related matters,

individuals, or locations.

Disposition Instructions: Transfer to College Archives when reference value

ends for appraisal and final disposition.

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

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

records.

Disposition Instructions: Destroy in office end-of-year budget reports when

reference value ends. Destroy in office remaining records after 5 years.

**Contracts.** Records of contracts with performers, speakers, or participants in

College Union programming. Files may include contracts, correspondence,

publicity materials, and clippings.

Disposition Instructions: Retain 3 years after termination of

agreement/contract if no litigation, claim, audit, or other official action

involving the records has been initiated. If official action has been initiated,

retain in office until completion of action and resolution of issues involved.

Transfer to College Archives for appraisal and final disposition.

**Employee Records.** Employee manuals and internal employee files. Manuals

include policies and procedures. Internal files may include memorandums,

reports, etc. Files may contain restricted information.

Disposition Instructions: Manuals: Transfer to College Archives when

superseded. Employee files: Destroy in office when reference value ends.

**Financial Records.** Records of purchase orders, vouchers, etc. for Union

activities. Files may include copies of bills, copies of request of payment forms,

invoices, etc.

Disposition Instructions: Destroy in office 1 year after released from all

audits.