**Development Office**

The Director of Development oversees the activities of Annual Fund, Corporate

and Foundation Relations, Davidson Athletic Foundation, Planned Giving, Parent

Programs and Friends of the Arts.

**Retention Schedule**

**Administrative Records.** 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 or when

reference value ends for appraisal and final disposition, except for

personnel files. Destroy personnel files in office when reference value ends.