**Major Gifts Office**

The Major Gifts Office is responsible for soliciting gifts to the College over

$500,000. This includes endowments, contributions for buildings, and

scholarships.

**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.