**Foundation Relations Office**

The Office of Foundation Relations is responsible for assisting Development office

staff with grant proposals to corporations and foundations. The office maintains

reference information on foundations and corporations as well as copies of grant

requests.

**Retention Schedule**

**Corporations and Foundations Files.** Reference files on corporations and

foundations. Files may contain correspondence, annual reports, grant guidelines,

and other related materials.

Disposition Instructions: Destroy in office when superseded or reference

value ends.

**Grant Proposals.** Reference copies of grant proposals to corporations and

foundations.

Disposition Instructions: Destroy in office when reference value ends.