**Economics Department**

Although Economics courses appear in the original curriculum and have been

taught continuously at Davidson College, they did not appear as separate

"Department of Instruction" until the 1920s. Professors of Economics also taught

in the area of Business, Commerce and Finance. In 1940, the areas of economics

and business were consolidated into the Department of Economics. Business

courses remained under the jurisdiction of the Economics Department until 1954,

when Trustees created a Department of Business Administration. The

departments were rejoined in 1961 as the Department of Economics and Business

Administration. In 1968, the department was renamed as the Department of

Economics. The department currently has 8 faculty and ranks as one the top five

degree programs at the college.

**Retention Schedule**

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

department. Files may include reports, memorandums, professional association

materials, reference information and other records.

Disposition Instructions: a. Budgets, routine correspondence, reference

files: Destroy in office when reference value ends. b. Speaker files, reports,

minutes, correspondence: Transfer to College Archives after 6 years for

appraisal and final disposition.

**Cornelson Brochure.** Annual brochure for the Senior Session on Economics

containing biographical information on speakers, text of the Cornelson

Distinguished Lecture in Economics, and a list of students participating.

Disposition Instructions: Retain 1 copy in office permanently. Transfer 1

copy to College Archives for permanent retention.

**Invoices.** Copies of invoices for supplies and equipment.

Disposition Instructions: Destroy in office after 1 year or when reference

value ends, whichever is later.

**Job Searches.** Records concerning activities of specially formed search

committees charged with recruiting new or replacement faculty members. Files

may contain correspondence, resumes, applications, and other related records.

Files contain restricted information.

Disposition Instructions: Transfer applications and other records for

individuals hired to appropriate personnel file when individual accepts

position. Destroy in office applications for individuals not hired 2 years after

date of receipt if no charge of discrimination has been filed. If charge has

been filed, destroy in office 1 year after resolution of charge.