**Donor Relations Office**

The Davidson College Office of Donor Relations is responsible for appropriate

oversight to ensure that all resources are expended in a manner consistent with

donor wishes, that donor gifts are acknowledged in as timely and personal a

manner as possible, that special events and leadership recognition are executed

in ways consistent with the sincere gratitude of all those whose lives are impacted

by such philanthropy to the college, and that donors receive through both written

communication and personal interaction assurance as to the impact of their gifts

on the life of the institution.

**Retention Schedule**

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

may include reports, memorandums, correspondence, working notes, invitation

lists, budget information, and reference files.

Disposition Instructions: Administrative files: Transfer to College Archives

after 5 years for appraisal and final disposition. Reference files: Destroy in

office when reference value ends.