**Campaign Office**

The Campaign Office is responsible for the planning and implementation of

periodic major fund-raising campaigns.

**Retention Schedule**

**Records Relating to Fund-Raising Campaigns**. Files may contain

correspondence, memorandums, reports, mailings lists, budget information,

invitations, and other related records.

Disposition Instructions: Review in office after 5 years or when reference

value ends. Transfer files to appropriate locations (Donor Files,

Development Administrative files, etc.) within the department.