**Physics Department**

Physics, under the title Natural Philosophy, was part of the original curriculum of

Davidson College. In 1854, the creation of a chair of Natural Philosophy and

Astronomy allowed for the separation of mathematics and physics. The first

faculty member to hold this position was Clement Daniel Fishburne. The

department operated with one faculty member until the 1920s. In 1926, the

Trustees designated the department as the James Buchanan Duke Department of

Physics. The department chair carried the title James Buchanan Duke Professor of

Physics until the 1970s. By 2010, the department had grown to seven faculty

members.

**Retention Schedule**

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

department. Files may include reports, correspondence, memorandums,

professional association materials, publicity and public relations materials, and

equipment records.

Disposition Instructions: Transfer to College Archives after 6 years for

appraisal and final disposition.

**Budget-Financial Records.** Reference copies of budgetary records. Files may

include budget reports, requests for budget changes, and copies of invoices and

purchase orders.

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

value ends, whichever is later.

**Grants.** Records concerning grants awarded to and/or administered by the

department. Files may include administrative documents, reports, regulations and

guidelines, proposals, correspondence, audits, and other related records.

Disposition Instructions: Destroy working documents 4 years after

termination of grant and when released from all audits, whichever occurs

later. Transfer proposals and copies of final reports of awarded grants to

College Archives 4 years after termination of grant and when released from

all audits, whichever occurs later.

**Job Search Files.** Records concerning activities of specially- formed search

committees charged with recruiting new or replacement faculty members. Files

may include 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 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 1 year after resolution of charge.

NOTE: Eligible for inactive storage.

**Student Clubs and Societies.** Records relating to student clubs and honorary

societies sponsored by the department. Files may include membership rosters,

publicity, photographs, and other related records.

Disposition Instructions: Transfer to College Archives after 6 years for

appraisal and final disposition.