**Sports Information**

The Sports Information Office is responsible for issuing news releases about all

sports teams for local, regional, and national publications; editing and publishing

media guides, game programs, and promotional materials for sports activities;

providing information for conference and NCAA reports; contributing to Davidson

College publications; and responding to information requests about Davidson

College athletic teams, coaches, and players.

**Retention Schedule**

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

may include reports, correspondence, budget materials, memorandum, and other

related materials.

Disposition Instructions: Destroy in office when reference value ends.

**Photographs, Videotapes, and Films.** Audiovisual materials relating to

college sports. Files include team photographs, publicity stills, tapes of games,

highlights of games, etc. Some materials are originals, others are edited

productions.

Disposition Instructions: Transfer to College Archives after 25 years for

appraisal and final disposition.

**Personnel and Athletes.** Records on coaching staff and selected athletes at

Davidson College. Files contain biographical and publicity information.

Disposition Instructions: Transfer to College Archives after 25 years for

appraisal and final disposition.

**Press Releases.** News releases concerning college athletics.

Disposition Instructions: Transfer to College Archives after 10 years for

appraisal and final disposition.

**Pubications.** Media guides, programs, game schedules, posters, and other

publications produced by the office.

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

copy to College Archives for permanent retention.

**Sport Files.** Records for each sport compiled annually. Files may contain score

reports, publicity materials, photographs, team information, and other related

records.

Disposition Instructions: Transfer to College Archives after 25 years for

appraisal and final disposition.