**Career Services**

The Office of Career Services was established in 1989. Previously the office had

been part of the Office of Experiential Learning. Career Services is responsible for

providing career counseling, employment preparation assistance, and assisting

with applications to graduate and professional schools. The office service

Davidson College students, alumni, faculty, staff, and families of faculty and staff.

The office also supervises testing for professional and graduate programs (GMAT,

LSAT, GRE, etc.), assists with foreign language testing, maintains a library relating

to employment information, and hosts on-campus recruiters.

**Retention Schedule**

**Administrative Files.** Records relating to the activities of the office. Files may

include correspondence, subject files for other college career centers, reference

files and information sheets, subject files for professional associations, and

reports.

Disposition Instructions:

a. Files documenting activities of office - correspondence, reports,

memorandum: Transfer to College Archives after 5 years for appraisal and final disposition.

b. Annual Reports, Senior Surveys, office brochures and sampling of

program flyers: Transfer to College Archives annually.

c. Reference files for professional associations, career center contacts, etc.:

Destroy in office when superseded or reference value ends.

**Budget Files.** Reference copies of budgetary records. Files may include budget

reports, requests for budget changes, invoices, requests for payment, vouchers,

and other related records.

Disposition Instructions: Destroy in office after 3 years.

**Client Information Sheets.** Data sheets for each person using the career

office services. The sheet indicates what services or questions asked and which

staff assisted. The sheets are used in tracking activities and compiling the annual

report.

Disposition Instructions: Destroy in office when reference value ends.

**Company Files.** Records concerning companies sending on campus recruiters or

accepting resumes. Files contain correspondence, memorandums, reports, and

other records.

Disposition Instructions: Destroy in office when reference value ends.

**Personnel Files.** Records concerning office personnel. File may include

applications, resumes, job descriptions, personnel action forms, evaluations, and

other related records. Files contain restricted information.

Disposition Instructions: Destroy in office when reference value ends.

**Resume File.** Copies of student resumes maintained online.

Disposition Instructions: Files inactivated annually. Purge from database

when reference value ends.

**Student Profiles.** Online files filled out by students indicating employment

interests.

Disposition Instructions: Files inactivated annually. Purge from database

when reference value ends.

**Testing Information.** Records relating to the ordering and administration of

tests by the office. Files include catalogs, order forms, attendance lists, and

shipping verification.

Disposition Instructions: Destroy in office when reference value ends.