**Dean Rusk Program in International Studies**

Founded in 1985, the Dean Rusk Program in International Studies is the umbrella

organization for international activities on campus. The program is responsible for

inviting speakers, sponsoring Foreign Affairs Forums, organizing conference

series, providing student grants, working with the Study Abroad Office, the

Foreign Student Advisor, the Service Coordinator, The Union and the faculty,

assisting international students, advising students on study abroad, internships

and international careers, and working with students who are pursuing a

Concentration in International Studies.

**Retention Schedule**

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

files may include correspondence, reports, memorandums, project files, and

related records.

Disposition Instructions: Transfer to appropriate Archives,

Correspondence, Speakers, Conference or Financial files after 1 year.

**Archival Files.** Historical records documenting the major activities of the

program. Files include annual reports, calendar of events, newsletters, strategic

plans, publicity and publications.

Disposition Instructions: Permanent. Transfer to College Archives after 5

years for appraisal and final disposition.

**Conference Series.** Records concerning the organizations of the Nations Bank

Conference series. Files may include correspondence, memorandums, publicity,

mailing lists, working notes, financial notes, and other related records.

Disposition Instructions: Transfer to College Archives after 5 years for

appraisal and final disposition.

**Correspondence.** Official office correspondence.

Disposition Instructions: Transfer to College Archives after 5 years for

appraisal and final disposition.

**Financial Documents.** Copies of invoices, bills, purchase orders, and related

records concerning program accounts and expenses.

Disposition Instructions: Destroy in office after 5 years.

**Speakers File.** Records concerning speakers invited to campus. Files may include

correspondence, resumes, biographical data, itineraries, mailing list, publicity, and

other related records.

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

value ends, whichever is later.

**Summer Institutes.** Records concerning summer institutes sponsored by the

program. Files may include correspondence, publicity, working notes, financial

records, and other related records.

Disposition Instructions: Transfer to College Archives after 5 years for

appraisal and final disposition.