**Annual Fund**

The Annual Fund office is responsible for the program of annual class gifts. Each

year a money goal is set for alumni classes. The class chairs for each class serve as

the coordinator for the fund-raising program. The office assists the class chairs

with mailings, recording donations, and acknowledgements.

**Retention Schedule**

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

may include reports, memorandums, correspondence, reference information,

subject files, budget information, personnel files, and other related records.

Disposition Instructions: Transfer to College Archives after 5 years for

appraisal and final disposition, except for personnel files. Destroy personnel

files in office when reference value end

**Class Files.** Records concerning the annual solicitation of class gifts. Files may

include correspondence, reports, and memorandum. Records contain confidential

information.

Disposition Instructions: Destroy in office after 5 years.