**Center for Interdisciplinary Studies**

The Center for Interdisciplinary Studies (CIS) provides students an opportunity to

design specialized majors and to develop independent study courses. Originally

organized as the Honors College in 1972, the Center has also be called the Center

for Honors Studies and the Center for Special Studies. The Center also offers

courses taught by Davidson faculty with an interdisciplinary focus. There is an

Advisory Committee to assist the Director with selection of students and Center

programming.

**Retention Schedule**

**Administrative Files.** Records relating to the activities of the Center. Includes

annual reports, correspondence, course files (for courses taught through the

center), speakers, programming, history files, candidate searches, and budgets.

Disposition Instructions: General administrative files (correspondence,

courses, speakers, programming): maintain in office for 3 years, transfer to

College Archives for appraisal and final disposition.

**Annual Reports:**

Transfer 1 copy to the College Archives at the conclusion of each academic

year for permanent retention and retain 1 copy in office permanently.

**Budget files:** Destroy in office after 3 years. Search files: Destroy in office

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 in

office one year after resolution of charge.

**Applications.** Files for students applying to the Center. Includes pending

applications, rejected applications, current students, and former students. The

files contain the application form and proposal for a major. For students accepted

into the Center, the file will contain transcripts, correspondence, and reports from

advisors. After a student has graduated from the program, some general

correspondence (invitations, flyers) is weeded from the file. Also contains files for

students developing independent study courses. Files contain restricted

information.

Disposition Instructions: Students graduating with a major through the

Center for Interdisciplinary Studies or who have completed an independent

study courses: Permanent. Maintain in office for 5 years after graduation,

transfer to College Archives. Files restricted for 75 years.

Rejected applications: Destroy in office after 3 years.

**Newsletter**. Weekly newsletter for students in the Center program.

Disposition Instructions: Permanent. Transfer copies to the College

Archives as published. Retain 1 copy in office permanently.