**Anthropology Department**

**Organizational History**

In 1950 the first introductory anthropology class was offered within the

Department of Sociology. Sociology remained a one-faculty department until the

1970s, when it expanded to four faculty. The department name also expanded in

1978-1979, to become Sociology and Anthropology. In 1986-1987, the

department was renamed Anthropology and Sociology. In 1995, the department

had 7 faculty and offered over 45 courses. The departments separated in Spring

1998. For the 1999-2000 academic year, the Anthropology Department had four

faculty members and over 30 course offerings.

**Retention Schedule**

**Correspondence.** Official office or departmental correspondence.

Disposition Instructions: Transfer to College Archives after 6 years for

appraisal and final disposition.

**Departmental Programs File.** Records containing departmental programs

and courses. Files may include committee minutes and reports, course proposals,

syllabi, course enrollment, grants , publicity, newsletters, annual reports, and self studies.

Disposition Instructions: Transfer to College Archives after 6 years for

appraisal and final disposition.

**Faculty Personnel Files.** Records concerning departmental faculty.

Files may include honors and awards, biographical information, internal evaluations and

other related records. Files may contain restricted information.

Disposition Instructions: Destroy in office when reference value ends.

**Job Searches.** Records concerning activities of specially-formed search

committees charged with recruiting new or replacement faculty members.

Files may include correspondence, resumes, applications, and other related records.

Files may contain restricted information.

Disposition Instructions: Transfer applications and other records for

individuals hired to appropriate personnel file when individual accepts

position. Destroy 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 1 year after resolution of charge.