

Special Schedule #1

Records of the President's Office

The President is the chief operating officer of the college. The office is responsible for directing the operations of the college and is the office that maintains contact with and reports directly to the Board of Trustees. Since the founding of Albion College as the Albion Female Seminary in 1835, there have been twenty-four presidents and acting-presidents.

Within the President's Office are three positions, including Assistant to the President, Executive Secretary and Receptionist. The Chaplain's Office and the Greater Albion Alliance report directly to the President's Office.

GENERAL FILES. Records concerning the administration of the college. The files include records on foundations, faculty and staff, students, college departments, building programs, scholarships, and other reference materials.

ADMINISTRATIVE FILES. The files include records of the Board of Trustees, President's Advisory Council, President's Administrative Advisory Committee, reports, mission statements, budgets, professional association material, agendas, policies, special projects, correspondence, and other working documents concerning the activities of the office.

<u>Description</u>	<u>Retention Period</u>	<u>Disposition</u>
Electronic Documents	Depends on subject (See following descriptions)	Depends on subject
Annual Budgets	5 years	Destruction
Audits/Audit Questions	5 years/Until resolved	Destruction

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Description	Retention Period	Disposition
Correspondence		
General/Subject Files (Communication that documents the planning, implementation, and evaluation of the major activities, functions, projects and programs of the office. This communication has historical, long-term value.)	Permanent	Archives
Routine Files (General inter/intra and non-institutional office communication that deals with the operation of a campus until and its personnel. This communication can be in the form of notes, memos, or letters that have no historical value, only short-term value.)	1 year	Destruction
Data Sets (Data provided to college Guides such as <i>US News & World Report</i>)		
Official Copy	Permanent	Archives
Office Copy	Reference Value Period	Destruction
External Reports/Self-Study	10 years	Archives
Faculty Vitae/Personnel Info.		
Official Copy	Permanent	Archives
Supervisors Copy	Term + 3 years	Destruction
Promotion/Tenure/Evaluation	Permanent	Archives
Medical	30 years	Destruction
Recruitment	5 years	Destruction
Legal or Constituting Documents	Permanent	Archives
Meeting Minutes (Trustees, President's Advisory Council, etc.)		
	Permanent	Archives
Memoranda	2 years	Archives
Reference or Planning Files	Reference Value Period	Destruction
Reports/Self Studies/Accreditations	Permanent	Archives
Strategic Plan (And Associated Materials)	10 years	Archives
Student Information		
Correspondence	99 years	Destruction
Disciplinary	99 years	Destruction
Transcripts of Speeches/Presentations	1 year	Archives

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Disposition Instructions: Maintain in office one year current and one year past, transfer inactive files (i.e., records with retention periods beyond 1-2 years) to Mudd attic cage for eventual appraisal and disposition; transfer materials for permanent retention to the College Archives. Destroy in office when life cycle of the document ends.