

Special Schedule #3**Records of the Communications Office**

The Communications Office is responsible for preparing the majority of the College's communications that are disseminated to alumni, parents and friends. The Office also advises the Admissions Office on the communications sent to prospective students. The Communications Office includes the following areas: Media relations, publications (writing, editing, graphic design), sports information, and the College Website (oversight and development of areas available to external audiences).

Within the Communications Office are eight positions, including Associate Vice President of Communications, Director of Media Relations, Director of Sports Information, Sports Information Assistant/Game Manager, Web Editor/Writer, Graphic Designer, Communications Assistant, and Administrative Secretary.

GENERAL FILES. The files include general reference materials not specific to the activities of the office.

ADMINISTRATIVE FILES. The files include reports, mission statements, budgets, policies, special projects, correspondence, and other working documents concerning the activities of the office.

Description	Retention Period	Disposition
Electronic Documents	Depends on subject (See following descriptions)	Depends on subject
Meeting Minutes	Permanent	Archives
Planning Files	Reference Value Period	Destruction

Description	Retention Period	Disposition
Correspondence		
General/Subject Files	Permanent	Archives
(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.)		
Routine Files	1 year	Destruction
(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.)		
Annual Budgets	5 years	Destruction
Audits/Audit Questions	5 years/Until resolved	Destruction
Reference Files	Reference Value Period	Destruction
(These files are used in-house as reference. It contains pamphlets, notes, magazines, books, etc. about topics that employees need to reference to complete their tasks. For clippings, copy to acid-free paper, if necessary, retaining all information including newspaper title and date.)		
Audiovisual Materials	Permanent	Archives
College Publications		
Office Copy	Reference Value Period	Destruction
Official Copy (CO is Creator)	Permanent	Archives
Scripts of Speeches/Presentations	Permanent	Archives
Records Performances/Events	Permanent	Archives
(A master copy of the recorded performance AND a reference copy should be sent to the Archives. If the original is in a broadcast or non-standard format, contact the Archives for format requirements for a reference copy.)		

Disposition Instructions: Maintain files 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.