

1600 Memorabilia

Description: Material of intrinsic or special value to the University, a department, or a person.

Examples: Records may include scrapbooks, photographs, albums, clippings, slides, videos, buttons, flags, banners, badges, and objects. Particular value is placed on objects associated with ceremonial, historical, or symbolic functions.

Retention Period: **Retain until administrative use ceases, then contact Archives for review.**