

1568 Student Organization Records

Description: Records generated from the administrative activities of Suffolk University's student clubs and organizations.

Examples: Records may include budgets, financial guidelines and manuals, financial aid materials, memos, notes, reports, legislation, constitution, agendas, attendance and membership records, events records, election materials, website management records, photographs, memorabilia, media files, and any other supporting documentation.

Retention Period: **Retain for 5 years, and then transfer to Archives.**