

## 0320 Articles of Incorporation

*Description:* Documents the filing of the University's Articles of Incorporation and Organization with the State of Massachusetts. This group contains any other records that empowers the University with the ability to confer degrees.

*Examples:* Records may include reports, amendments, mergers, applications, certificates and charters, and correspondence.

*Retention Period:* **Retain permanently, and once administrative use ceases transfer to Archives.**