

# 0200 Alumni Association Program Administration Records

*Description:* Records associated with the administration of various Alumni Association programs and events including alumni seminars, reunions, and social gatherings. *Examples:* Records may include event planning and arrangement documents, announcements, programs and flyers, attendance and participation lists, and invitations.

*Retention Period:*

- a. Program books, photographs and audio-visual materials: **Retain for 5 years, and then transfer to Archives for review.**
- b. All other records: **Retain for 5 years, and then destroy.**