

0245 Donor Files

Description: Records maintained on individuals, corporations, and foundation donors, documenting gifts and donations made to the University.

Examples: Records may include correspondence, contact information and donor profiles, biographical information, contact logs and notes, copies of wills and estates, planned giving files, stewardship reports, records of donations, clippings, and notes.

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