

0290 Prospect and Entity Files

Description: Records relating to fundraising and other development-related efforts and communications with prospective donors and supporters.

Examples: Records may include affiliations and relationships, phone-a-thon records, CR and GG, online community records, prospect tracking, research and profiles, biographical information, and clippings.

Retention Period: Records of donors should be kept with donor files. (See retention period for Schedule Number 0245). All other records: **Retain for 3 years, and then securely destroy.**