

0340 Executive Administrative Files

Description: Documents the management, interaction, and communication activities of the University's executive leadership—President, Provost, Officers of the Board of Trustees, Vice Presidents, Deans, and Directors—and are most often arranged as subject files.

Examples: Records may include policy and procedure development materials; planning and proposal documents; program establishment, development, and review records; reports; meeting minutes; resource and reference files; working papers; correspondence; memos and notes.

Retention Period: **Retain for 10 years, and then transfer to Archives for review.**