

1210 Media Files

Description: Records related to announcements, news items, and statements released to the media or public, containing information about the University, or its programs and events.

Examples: Records may include brochures, photographs of facilities, faculty, staff, and students, press releases, prospect cards, release forms, slides, videos, and any other promotional materials.

Retention Period: **Retain permanently, and once administrative use ceases contact Archives for Review.**