

1400 Academic Conference Records

Description: Documents conferences, colloquia, symposia, seminars, and workshops of an academic nature, sponsored or co-sponsored by a University department or office. *Examples:* Records may include planning and arrangement records, announcements, program flyers and brochures, participant registration and attendee lists, agendas, presentation materials, photographs or videos, evaluations, minutes and notes, and any substantive correspondence.

Retention Period: **Retain for 5 years after event, and then transfer to Archives.**