

1420 Special Events Records

Description: Documents events sponsored or co-sponsored by the university or individual departments and offices. This may include commencements, convocations, lectures, dinners, ceremonies, visits, tours, retreats, and other social events.
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:

- a) Planning and arrangement records, registration and attendee lists, and transitory correspondence: **Retain until administrative use ceases, and then destroy.**
- b) All other records: **Retain for 2 years after event, and then transfer to Archives.**