

Provost and Vice Chancellor for Academic Affairs
English Language and Literature
Corporate Writing

635.001 "Corporate Writing" Client Files (Originals and Duplicates)

Dates: 1989- 1999
Volume: 11 Cubic Feet
Annual Accumulation: $\frac{3}{4}$ Cubic Feet
Arrangement: Alphabetical

This record series consists of documentation retained on clients of the "Corporate Writing" program, which was established to provide educational workshops for corporate and/or state agencies.

File series contents include copies of course materials and all related registration and fiscal administration forms, reports, and correspondence

Recommendation: Retain in office until updated and/or superseded or until the lapse of two (2) years from the date of record generation, whichever is longer, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 8/20/08