

Provost and Vice Chancellor for Academic Affairs
School of Nursing
Director of Development

550.01 Foundation Accounts Files

Dates: 1995-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of duplicate records of foundation accounts information including deposits, monthly balances/payments, etc. Originals are maintained by the SIUE Foundation Office.

Recommendation: Retain in office for three (3) years after the date of generation, then destroy in a secure manner or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.
Disposition approved 10/19/16

550.02 Major Gift Campaign Files

Dates: 2006-
Volume: 2 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of documents related to major capital Campaign for the University. The files include pledge forms, scholarship documents, faculty member campaign rolls, and other related campaign documents. The files date from the planning and establishment of the campaign to the final donor list.

Recommendation: Retain in office five (5) years, after final donor list is compiled, then transfer to the University Archives. retention.

University Archives staff is to review and weed all such record series transfers under authority of this record disposition application if approved. Any and all accumulations of the series remaining after such Archives staff weeding are to be accessioned into the University Archives for permanent retention

Disposition approved as amended 10/19/16

550.03 Fund Raising Campaign Files

Dates: 1978-
Volume: 64 Cubic Feet
Annual Accumulation: 2 Cubic Feet
Arrangement: Chronological

This record series consists of documents related to the daily fund raising operations and campaigns by the Annual Giving Department, including donor lists, mailing lists, and call center activity and statistics.

Recommendation: Retain in office five (5) years, after final donor list is compiled, then transfer to the University Archives.

University Archives staff is to review and weed all such record series transfers under authority of this record disposition application if approved. Any and all accumulations of the series remaining after such Archives staff weeding are to be accessioned into the University Archives for permanent retention

Disposition approved as amended 10/19/16