

Provost and Vice Chancellor for Academic Affairs  
School of Business  
Office of Technology and Commerce

260.001 Client Files

Dates: 1986-  
Volume: 12 Cubic Feet  
Annual Accumulation: 2 Cubic Feet  
Arrangement: Alphabetical by name

This record series consists of files summarizing the development of businesses/products as supported by the Office of Technology and Commerce.

Contents include brochures, promotional materials, progress reports, relevant service contracts, and supporting correspondence. (The service contracts between the university and the external entities are renewed at various intervals)

Recommendation: Retain in office for five (5) years then transfer to the University Archives. University Archives staff is to review all accumulations transferred accordingly and dispose of all routine documents after retaining all other record series items permanently.

Disposition Approved as Amended 08/20/08