

Title of Document	Retains Record Copy and Type	Dean's Office Copy and Type	Department Copy and Type	Retention Time	Description of Document
H1 -- Alumni Records	Alumni Relations	Dean's Office (Research and Development) access to UGA software	YES Digital	Permanent, if preferred	This series documents the activities of an institution or department's alumni and may also provide alumni offices with information on alumni. Records may be used: to create a network of support from alumni, primarily through organized alumni groups; to track alumni; to monitor their achievements, activities, and recognitions; to create statistics; to reply to information requests; and to provide information on the accomplishments of previous students. This series may include but is not limited to: memberships lists with names, addresses, employer names and addresses, and positions; minutes, by-laws and directories of clubs in many communities and several major cities throughout the United States; promotional materials concerning annual gatherings; homecoming plans and programs; data cards and files for individual alumni; degree recipient lists; outstanding alumni lists; student leader lists; class officer lists; foreign student rosters; international alumni club
H2 -- Alumni Association Board Records	Alumni Relations	No	NO	Permanent, if preferred, for agendas, minutes, reports, & policy/historical correspondence; 5 years for all other records	This series documents the activities of the alumni association board of directors. The board is responsible for promoting the interests and ideals of the institution; stimulating and encouraging school pride in students, graduates, and former students; and developing a sense of responsibility for continued progress in educational programs for the institution. This series may include but is not limited to: agendas; minutes; reports; notes; working papers; and related documentation and correspondence.
H3 -- Alumni Association Services Program	Alumni Relations	No	NO	7 years	This series documents the implementation of programs administered by the office such as those relating to marketing products, credit cards; insurance, and football tickets. This series may include but is not limited to: agreements; dues information; <del>postal information; and related documentation and correspondence.</del>
H4 -- Alumni Mailing List Records	Alumni Relations	Dean's Office (Development) database	YES Digital	Until superseded	This series provides a record of the whereabouts of alumni for information request and mailing purposes. This series includes mailing lists and related documentation and correspondence.
H5 -- Biographical Records	Creating units	Dean's Office (Business Office) paper	YES Paper	Permanent, if preferred	This series contains biographical data for institutional faculty and staff. The records are used for public information releases and reference by the institutional staff to provide responses to inquiries. This series may include but is not limited to: biographical sketches developed by the office of employment, the individuals concerned, or other sources; vitae; photographs; personal history data sheets; <del>newspaper clippings; retirement notices; funeral programs; and obituaries</del>
H6 -- Class Gift Records	Alumni Relations	No	YES Paper	Permanent, if preferred	This series provides a record of gifts given to the institution by senior classes. This series may include but is not limited to: gift lists; gift histories; a record of gift placement arrangements; and related documentation and correspondence

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H7 -- Films, Videotapes, & Sound Recordings	Creating units	Dean's Office (Research & OIT)	No	Permanent, if preferred	This series provides visual and/or aural documentation of institutional activities and events including intercollegiate athletics, students, faculty, and staff with significant relevance to either the institution's or individual unit's function and mission. These productions may have been created for recruitment and orientation, fund-raising, publicity, research, or teaching. This series may include but is not limited to: identified and labeled videotapes; motion picture films; phonographic recordings (16, 33, 45, and 78 RPM formats); audio tapes (all formats); compact audio discs; and transcriptions when available. NOTE: Contingencies should be made for transferring information to a more stable medium.
H8 -- Fund-Raising Records	Development Office, Units	Dean's Office (Development) paper	No	7 years	This series documents institutional efforts to raise funds to support program functions and facilities. This series may include but is not limited to: requests for fund-raising; individual benefactors and prospective donors files; public relations records; event planning and arrangement records; gift history reports; background on previous donations; pledges; and related documentation and correspondence.
H10 -- News Release Records	Creating units	Dean's Office (Research) digital and paper	YES Paper & YES Digital	Permanent for releases pertaining to significant events & policy matters; 10 years for routine releases	This series documents newsworthy events of the institution. This series may include but is not limited to news releases issued by institution news and communications units arranged by topic and/or date of issue. The news releases may contain but are not limited to: the source of the information; title; byline; activity location and dates; and specified time of release.
H11 -- Ordering Records	Units	NO	No	Until request becomes inactive	This series documents continuing requests for publications produced by an office. This series may include but is not limited to: standing order cards or lists indicating the name and address of the requestor; book titles; transaction date; invoice number; and related documentation and correspondence.
H12 -- Photographs	Creating units	Dean's Office (Research and Development) YES Paper & YES Digital	YES Paper & YES Digital	Permanent, if preferred	This series provides photographic documentation of institution activities, events, students, faculty, and staff with significant relevance to either the institution's or individual unit's function and mission. It may be used for student recruitment and orientation, fund-raising, publicity, publications, research, or teaching. This series includes fully identified photographs imprint, negative, and slide formats.
H13 -- Publications Inventory Records	Units	Dean's Office (Research and Development) YES Paper & YES Digital	No	4 years after superceded	This series is used as a reference for publications in stock in an office. This series may include but is not limited to cards and lists. The information may include but is not limited to: publication title; date of publication; and retail cost.

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H14 -- Publications Records	Creating units	Dean's Office (Research and Development) YES Paper & YES Digital	No	Permanent for final publications; 5 years for all other records	This series includes publications produced by individual institution offices. It may be used to document the activities of the office, for educational purposes and/or for informational purposes. Types of publications may include but are not limited to: catalogs; books; magazines; newsletters; handbooks; yearbooks; directories; brochures; pamphlets; media guides; guidebooks; proceedings; programs; and flyers. Series may include but is not limited to: working papers; mock-ups; drafts; and final publications
H15 -- Sample Publications and Job Specification Records	University Publications	Dean's Office (Research and Development) YES Paper & YES Digital	No	5 years	This series is used to provide a record of specifications used in setting up publications for printing by the institution's publications office. This series may include but is not limited to: job cards indicating description, specifications, and dollar cost of production; art work including drawings, maps, and blueprints; samples of changes made to publications; completed publications; and related documentation and correspondence
H16 -- Scholarship Reports	Colleges, Units	Dean's Office (Research, Development & Student Services)	Yes Paper	Permanent	This series is used as a historical reference on the recipients of scholarships in colleges or departments. These records may include: information regarding the names of recipients; when they received the scholarships; names of scholarships; dollar value of scholarships; years recipients entered and graduated; and related correspondence and documentation.
H17 -- Unit/Institution/Organization History Records	Colleges, Units	Dean's Office (Research and Development) YES Paper & YES Digital	Yes	Permanent if preferred	This series provides a record of the historical development of the institution; units within the institution; and organizations associated with the institution, such as honor societies, fraternities and sororities, and student/faculty/staff clubs. This series may include but is not limited to: newspaper clippings; photographs; published and unpublished historical sketches; publications; statistics; ephemera; and related documentation and correspondence