

Provost and Vice Chancellor for Academic Affairs
Mass Communications Department

675.01 Graduate/Undergraduate Review Files

Dates: 1977-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of a departmental review by the Graduate and Undergraduate Program of the Mass Communications Department.

Recommendation: Retain permanently in office of transfer to the University Archives for permanent retention.

Disposition Approved 8/20/08

675.02 Internship/Masters Program Files

Dates: 1982-
Volume: ½ Cubic Feet
Annual Accumulation: Negligible
Arrangement: Alphabetical

This series contains program and related curricula descriptions, student applications for admittance to the programs, student enrollment forms, student attendance forms, and evaluations of students' performance in the programs.

Recommendation: Retain program related documentation (i.e., description of programs) in office for five (5) years or until expiration of administrative value, whichever is longer, 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.

Retain in office the college, school, departmental and program level records of students' participation in internship programs for five (5) years following the date of graduation or last attendance of student, then transfer to the Office of Admissions and Records to be placed in the students' permanent academic record.

Disposition Approved 8/20/08