

Provost and Vice Chancellor for Academic Affairs
School of Business
Professional Experience Programs (PEP)

255.01 Requests for Declaration of Major (Duplicates)

Dates: 1991-
Volume: ½ Cubic Feet
Annual Accumulation: Negligible
Arrangement: Alphabetical by name

This record series consists of documents used by students in establishing a college major necessary for graduation requirements.

Originals are maintained by the students' areas of academic advisement

Recommendation: Retain in office for five (5) years following graduation or last date of attendance, 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 as Amended 08/20/08

255.02 "Rising Junior Papers" (Originals)

Dates: 1990-
Volume: 10 Cubic Feet
Annual Accumulation: 1 Cubic Feet
Arrangement: Chronological by year, Alphabetical by name

This record series consists of essays submitted by students who are complying with course-requirements within the School of Business.

Recommendation: Retain in office for five (5) years following graduation or last date of attendance 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 as Amended 08/20/08