

Provost and Vice Chancellor for Academic Affairs
School of Business
Small Business Development Center/International Development Center

280.001 Client Files

Dates: 2007-
Volume: 4 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record item consists of a request for consultation form, counseling notes, business plans, financials and other supporting documentation of business owners and prospective business owners who use the services of the SBDC/IDC.

Recommendation: Retain in office for seven (7) years after last date of counseling, then destroy in a secure manner or delete from system provided all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 10/19/16