

New Student Recruitment Records Retention Schedule

*Key: PM= Permanent, AC= After Close, FE= Fiscal Year End, LA=Life of Asset
AV= As Long as Administratively Valuable, US= Until Superseded, + Year*

<i>Category</i>	<i>Title</i>	<i>Office of Origin</i>	<i>SBOE Reference</i>	<i>Retention</i>
<i>Administrative</i>				
	Correspondence-General Internal, Memos, Fiscal or Non-Program Planning Correspondence	Originating Department	SG 18-21	3
	Release of Liability Forms	New Student Recruitment	SG 18-02	3
	Sign-in sheets for orientation all	New Student Recruitment	SG 18-311	US + 1
<i>Fiscal</i>				
	Budget information	Controller's Office	SG 18-42	FE + 5
<i>Students</i>				
	Advising files	New Student Recruitment	SG 18-292	AC + 1
	Discover More Cards	New Student Recruitment	SG 18-303	AC
	Student visitation information	New Student Recruitment	SG 18-303	AC