

**General Administrative Files**  
**Retention and Disposition Schedule -- DRAFT**

The following is the draft records schedule for this department. For questions about this schedule, or about adding items not found herein, please contact the college archives at muskie@bates.edu. For administrative records not found in this schedule (general correspondence, publications, meeting minutes and agenda, etc), please consult the General Administrative records schedule.

**IMPORTANT:** You should never knowingly destroy any records that either are part of (or you may believe are part of) an ongoing audit, claim, or investigation, regardless of the Disposition note for that record.

<b>Item</b>	<b>Retention</b>	<b>Disposition</b>
Correspondence and memoranda	Permanent	Consult Archives for potential transfer
Routine office files*	Reference period	Destroy in office
Meeting minutes and agendas	Permanent	Consult Archives for potential transfer
Reports (annual, quarterly, or other)	Permanent	Consult Archives for potential transfer
Subject files	Permanent	Consult Archives for potential transfer
Committee files (chair's records)	Permanent	Consult Archives for potential transfer
Policy and procedure files (departmental)	Permanent	Consult Archives for potential transfer
Publications, Bates College	Permanent	Consult Archives for potential transfer
Publications, departmental	Permanent	Consult Archives for potential transfer

\* = records of short-term value, including notes, drafts, routine correspondence, office calendars, etc