Introduction

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1.1 The office of University Archives collects, preserves, and makes available for researchers Appalachian State University records of historic or administrative value, as well as special donated collections. The schedule followed is that of the University of North Carolina System.

Scope

2 Scope

2.1 This schedule applies to all departments and offices of Appalachian State University.

Definitions

3 Definitions

3.1 Record

an authentic official copy of documents

3.2 Retention

to keep in possession or use

Policy and Procedure Statements

4 Policy and Procedure Statements

Additional References

5 Additional References

Authority

6 Authority

Contact Information

7 Contact Information

Original Effective Date

8 Original Effective Date

Revision Dates

9 Revision Dates

June 5, 2007