### Dartmouth College Records Management

**Example Records Retention Schedule**

06/08/09

**DPTN: 1987: Your Division Name / Your Department Name**

<table>
<thead>
<tr>
<th>Sern</th>
<th>Name</th>
<th>Description</th>
<th>Rten*</th>
<th>Approval**</th>
</tr>
</thead>
<tbody>
<tr>
<td>4123</td>
<td>SUBJECT FILES</td>
<td>MISC. MATERIAL, FILED BY SUBJECT</td>
<td>7.A</td>
<td>1/12/2001</td>
</tr>
<tr>
<td>4124</td>
<td>BUDGET MATERIALS</td>
<td>INVOICES AND OTHER FISCAL MATERIAL</td>
<td>5.D</td>
<td>1/12/2001</td>
</tr>
<tr>
<td>4182</td>
<td>SEARCH FILES</td>
<td>RESUMES, EVALUATIONS, AND OTHER MATERIALS RELATING TO SEARCHES</td>
<td>3.S</td>
<td>6/15/2002</td>
</tr>
<tr>
<td>4190</td>
<td>MEETING MINUTES</td>
<td>MINUTES AND BACKUP FROM COMMITTEE MEETINGS</td>
<td>15.A</td>
<td></td>
</tr>
<tr>
<td>4198</td>
<td>CLASS MATERIALS</td>
<td>HANDBOUTS, NOTES, AND OTHER HISTORICAL MATERIALS</td>
<td>7.A</td>
<td></td>
</tr>
</tbody>
</table>

**Departmental Approval:**

Your Name

**Records Manager:**

WESS JOLLEY

**Committee Aprvvl & Date:**

DAVID SEAMAN

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**Disposition Method Key:**

- A: Archives
- S: Shred
- D: Discard
- M: Imaging
- P: Purge
- R: Return

**Note:**

*Records series with a date in the "Approval" column have been approved for disposition by the Records Retention Committee. Retention times and disposition methods for all other listed series are preliminary only, and no material from these series will be disposed until after appropriate review and approval.*

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**Note:** This is an example retention schedule only! Do not use these Department or Series numbers for any material sent to Records Management!