

DARTMOUTH COLLEGE RECORDS RETENTION SCHEDULE						
DPTN: 1987: YOUR DIVISION NAME / YOUR DEPARTMENT NAME						
Sern	Name	Description	Rten	I/A	V/R	Approval*
4123	SUBJECT FILES	MISC. MATERIAL, FILED BY SUBJECT	7.A	N	N	01/12/1995
4124	BUDGET MATERIALS	INVOICES AND OTHER FISCAL MATERIAL	5.D	N	N	01/12/1995
4182	SEARCH FILES	RESUMES, EVALUATIONS, AND OTHER MATERIALS RELATING TO SEARCHES	3.S	N	N	06/15/1999
4190	MEETING MINUTES	MINUTES AND BACKUP FROM COMMITTEE MEETINGS	15.A	N	Y	
4198	CLASS MATERIALS	HANDOUTS, NOTES AND HISTORICAL MATERIALS	7.A	N	N	
DEPARTMENTAL APPROVAL		RECORDS MANAGER:	COMMITTEE APPRVL & DATE:			
YOUR NAME		WESS JOLLEY	JOHN CRANE			
<p>*Record 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.</p>						

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