

CLEMSON UNIVERSITY

PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS
COLLEGE OF BUSINESS AND PUBLIC AFFAIRS

CU 11487 **SEMINAR FILES**

Description:

Document each seminar presented by the Small Business Development Center. Includes Small Business Development Center for S. C. Profit and Loss Statement-Continuing Education, Management Training Reports, job requests, mailing lists, special pay information, instructor's agreements, hotel information, names of registrants, registration code number, telephone number, preferred method of payment, amount of payment received, date payment received, how paid, attendance, dates of invoices, correspondence, registration forms, and receipts for payments.

Retention:

3 years and until no longer needed for reference; destroy.

Schedule approved 4/17/00

CU 11488 **CLIENT FILES**
(Case Files – Active and Closed)

Description:

Document clients who have requested assistance with establishing a small business or with problems with an existing business. Include correspondence, United States Small Business Administration Management Assistance Counseling Record, client referrals, and requests for service.

Retention:

3 years after case is closed; destroy.

Schedule approved 4/17/00