

CLEMSON UNIVERSITY

BOARD OF TRUSTEES
PRESIDENT'S OFFICE

CU-BT- **BOARD OF TRUSTEES FILES**
PO-2

Description:

Document information regarding the Board of Trustees of Clemson University. Information includes membership lists, meeting minutes and reports of the board and board committees, information sheets and biographical information on board members, notebooks with correspondence and memoranda, board resolutions on membership, information on honoring individuals, black representation on the board, applications and recommendations to the board, board license plates, trustee medal winners, regulations/quarantines of the board, trustee emeriti, mail ballots, board and committee investigations, trustee manuals, By-Laws of the Board of Trustees, and annual reports.

Retention:

5 years and no longer needed for reference.
University Archives: Selection of needed documentation;
permanent.

Schedule approved 8/27/86

CU-BT- **LEGAL FILES**
PO-4

Description:

Document the legal activities of Clemson University. Information includes cooperative agreements with BioEngineering, Anderson Memorial Hospital, Greenville Technical College and the Abney Foundation; Clemson University Responses to Official Inquiry of the NCAA,

contracts, testimonies, correspondence, memoranda, medical reports, licenses, franchises, termination of agreements, termination of licenses, copyrights, patents, patent disclosures, deeds, affidavits, precedents, court orders, statements, complaints, opinions from judges, notices to amend complaints, findings of fact and conclusion of law, summons, transcripts, notice of charge of employment discrimination reports, and incident reports; surveys/questionnaires, civil action suits such as personnel grievances, settlements of estates, collective bargaining, discrimination; summons for relief, release and assignment, notice of right to sue, notice of charges of discrimination in deferral, legal opinions, and indenture of lease from Clemson University.

Retention:

Until no longer needed for reference.
University Archives: Selection of needed documentation, permanent.

Schedule approved 8/27/86

CU-BT-
PO-5

LAND FILES

Description:

Document real estate transactions of Clemson University. Information includes deeds, right-of-way easements, correspondence relating to real estate transactions, plats, sales contracts, last will and testament, easements, agreements, appraisals, titles, leases, and development of property reports.

Retention:

Until no longer needed for legal or administrative purposes.
University Archives: Selection of needed documentation; permanent.

Schedule approved 8/27/86

CU-BT-
PO-6

HONORARY DEGREES

Description:

Document persons who have received honorary degrees from Clemson University. Information includes correspondence, newspaper clippings, telegraphs, magazine articles, the citation, honorary degree diplomas, photographs, biographical sketches, list of all honorary degree recipients, name, cap/gown size, date of birth, place of birth, work affiliation/title, co-occupations, previous occupations, education, previous honorary degrees, service/professional organizations, and other related information.

Retention:

Until no longer needed for reference.
University Archives: Permanent.

Schedule approved 8/27/86