

CLEMSON UNIVERSITY

VICE PRESIDENT FOR STUDENT AFFAIRS  
DIRECTOR OF ATHLETICS  
IPTAY

CU-VPSA- **LIFE MEMBER RECORDS**  
IPTAY-1

Description:

Document the financial status of IPTAY life members. Information includes IPTAY life members by designated amount categories; name, payments, and payment dates.

Retention:

Until no longer needed for reference; destroy.

Schedule approved 6/6/90

CU-VPSA- **MATCHING GIFTS**  
IPTAY-2

Description:

Document matching gifts given to the university to support athletic activities. Information includes correspondence, memoranda, copies of applications by company employees for matching gifts, instructions for completing matching gift forms, matching gift policies from participating companies, listing of matching gift companies, matching gift company reports, the *Matching Gifts Notes* newsletter, Receipt Transmittal reports, and copies of checks and receipts.

Retention:

Active file until account is closed; microfilm. Permanent.

Schedule approved 6/6/90

CU-VPSA- **TIGER LIFE INSURANCE FILES**  
IPTAY-3

Description:

Document Tiger Life Insurance policies offered through IPTAY. Information includes correspondence, heir requests, policies, amendments to application for insurance, and a rider containing exclusion provision, statement of policy cost, and benefit information.

Retention:

Until no longer needed for legal, fiscal, or administrative reference.

University Archives: Selection of needed documentation; permanent.

Schedule approved 6/6/90