

Provost and Vice Chancellor for Academic Affairs
Assistant Vice Chancellor for Enrollment Management
Academic Mailing Services

1405.001 Postal Records (Second Class and Bulk Mailing Forms) (Agency Record Copies)

Dates: 1989-
Volume: 7 ½ Cubic Feet
Annual Accumulation: ½ Cubic Feet
Arrangement: Chronological by year

This record series consists of University Admission publications sent to prospective students. Information within the packets is designed to meet the student's requests.

Recommendation: Retain in office for four (4) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 8/20/08