

Vice Chancellor for Student Affairs
Formerly Vice President for
Student Affairs
Director of Student Publications
ALESTLE

150.01 Complaints Against Alestle

Dates: 1987 -
Volume: 2 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of correspondence from individuals or businesses who have a complaint about the Alestle newspaper.

Recommendation: Retain in office for three (3) years, then dispose of provided all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 05/19/10

150.02 Newspaper Advertisements

Dates: 1987 -
Volume: 11 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Alphabetical

This record series consists of the actual application for an ad in the student newspaper (Alestle) and a copy of what that ad looked like once it was placed.

Recommendation: Retain in office for two (2) years after the date of generation, then dispose of provided all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 05/19/10

150.03 Publishing Board Operation Papers

Application 07-12

Dates: 1988 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of minutes, operation papers of Publishing Board, constitution papers of Publishing Board, agendas, changes of budget, proposals and other related materials.

Recommendation: Retain in office permanently.

Disposition Approved 05/19/10

150.04 Student Fee Review

Dates: 1988 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of a report that is submitted annually to the student senate justifying the need for student fees to help operated the Alestle newspaper.

This report shows annual student fee per student, amount of fees collected, and a line item of how the fees are spent.

Recommendation: Retain in office for five (5) years or until administrative value has expired, whichever is longer, then dispose of.

Disposition Approved 05/19/10