

I Introduction

a What is Records Management?

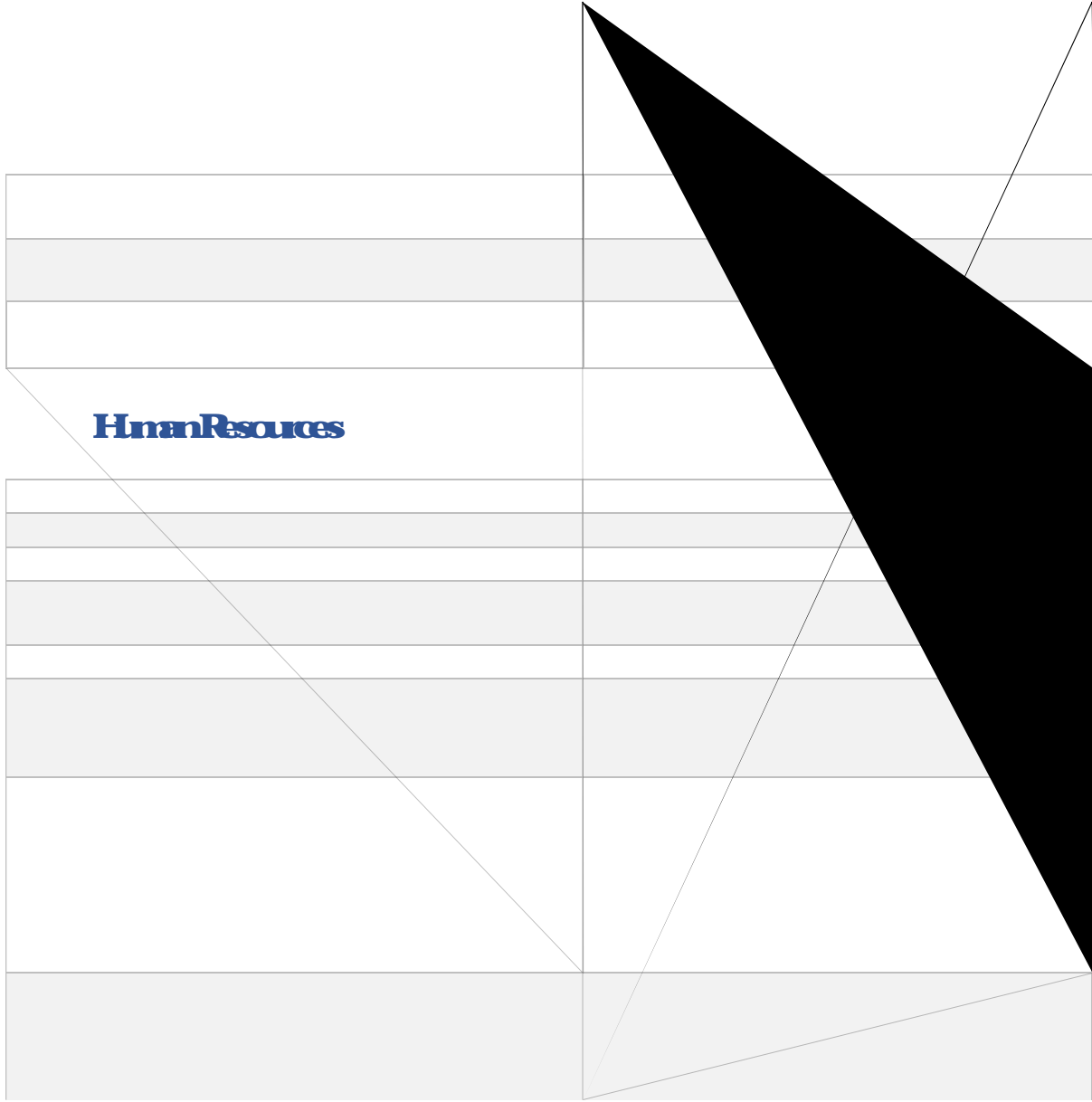
b Good Records Management Practices

I Records Transfer & Selection

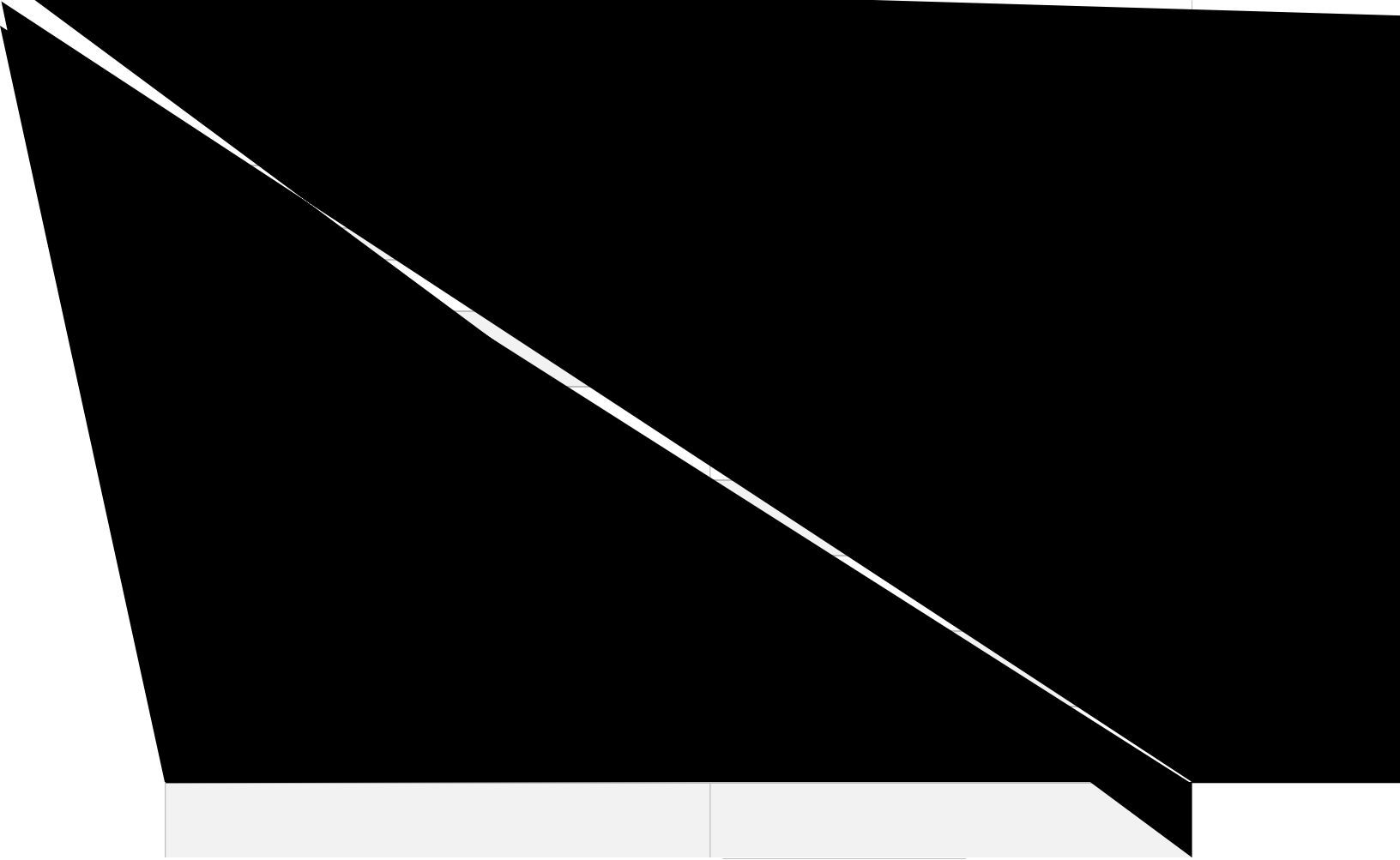
■ Retention & Disposal

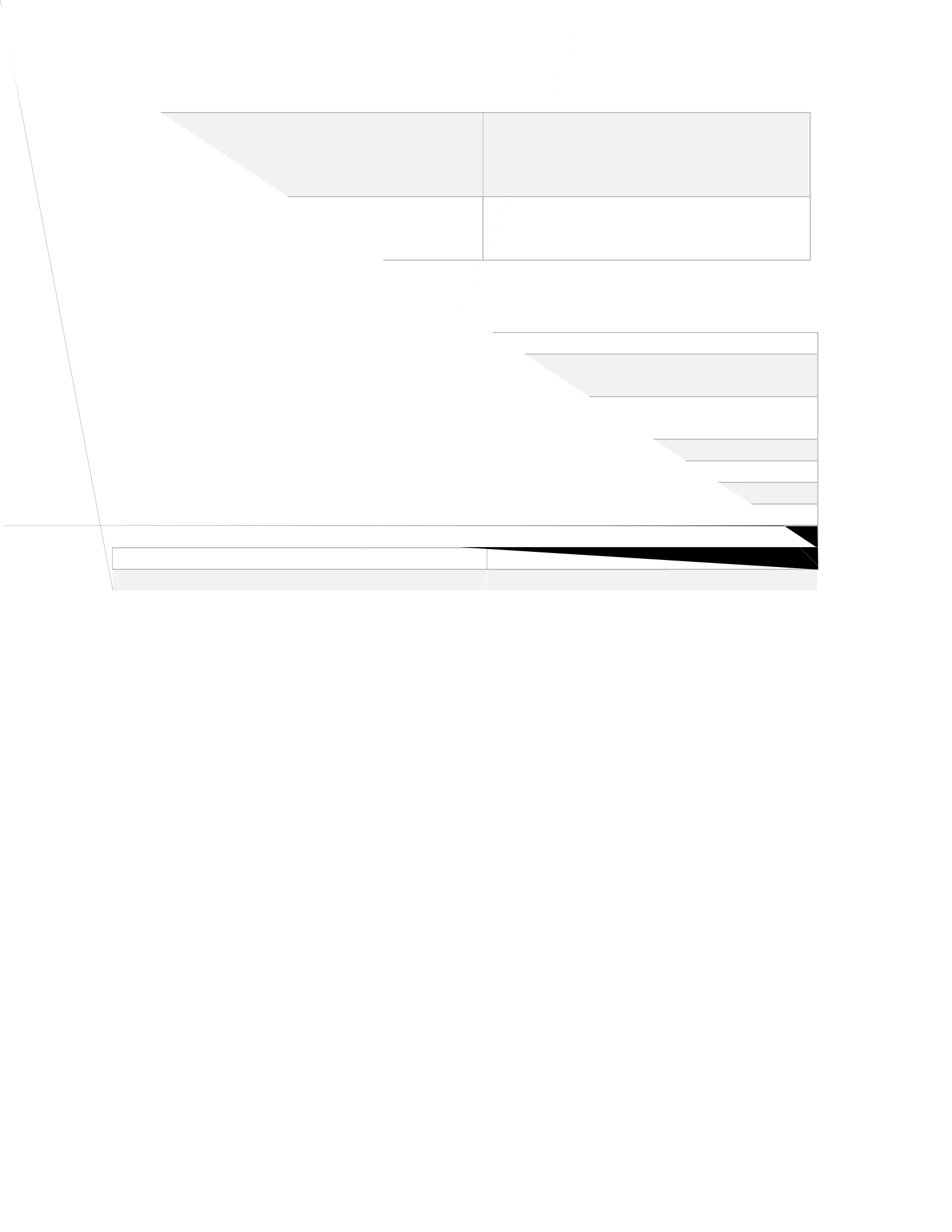
Alumni Relations and Development Records

College Administrative and Departmental Records



Human Resources





a litigation policy

IV Confidentiality & Privacy

I Glossary

