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## Career Education Records

Record Type	Descriptions / Examples	Notes	Due at Archives
Reports	Annual Reports	See Dean of Students for schedule	Collected and sent by Dean of Students Office
College Publications	Brochures announcing seminars & workshops; "Career Services Information for Prospective Students and Their Families"; "Allegheny College Connections"; "Guide to Writing Effective Letters of Recommendation"		At time of Publication
College Publications	Departmental Newsletters (e.g. OCS News)		At publication
Policy and Procedural Manuals or Documents	"On-Campus Recruiting Policy"	Send when there are significant changes or additions. Please make sure date of change or addition is clearly indicated, including year.	At time of publication

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