

Conference and Event Services

[Click here for printable version of table](#)

Conference & Events Records

Record Type	Description / Examples	Notes	Due at Archives
College Publications	Commencement Programs		At time of publication
College Publications	Event Programs, PR, Brochures, etc.		At time of publication
Reports	Annual Report of Public Events (for grants)	Some reports located in Dspace with FFC minutes	At time of Publication
Reports	Annual Report of Summer Programs (to FFC)	Some reports located in Dspace with FFC minutes	At time of Publication