

President's Office and Chief of Staff Records

Description	Examples	Notes	Due at Archives
Reports	President's Annual Report to the Board of Trustees	Not currently produced. Send to archives if re-implemented.	When available
Transcripts of Speeches/Presentations	convocation, matriculation, alumni events, other speaking engagements by the President	May be outline or formal notes in lieu of transcript	After 1 year
Official List of Honorary Degree Recipients and addresses at Commencement	Presidents remarks at Graduation and Dinner for honorary degree recipients	May be outline or formal notes in lieu of transcript	June after Commencement
Minutes of College Standing Committees	Administrative Advisory Committee and Staff Advisory Committee	Please deliver your approved committee minutes and attachments to the Archives in digital format (Pdf preferred) in a timely manner using this form .	Submit after committee approval. See notes.
Reports	Strategic Planning Documents, Special Task Force Reports		At time of publication
College Publications	Printed Directory of Board of Trustees	Usually in February – Archives send email request by end of month	At time of publication