

Provost Records

Record Type	Description / Examples	Notes	Due at Archives
College Publications	Faculty Handbook, Academic Bulletin		Archives will upload pdf from website to DSpace each Fall
Transcripts of Speeches/Presentations	Speeches at Faculty meetings or events, other speaking engagements	May be Outline or Formal Notes in Lieu of Transcript	After One Year
College Publications	Academic Honors list	Alden Scholars, etc. posted on My Allegheny each Fall	Archives will print from website
Reports	Annual Report to the Faculty	Usually part of October Faculty meeting records	Archives will print from Faculty Minutes
Minutes of Faculty Standing Committees	Academic Support Committee; Faculty Council, Faculty Meetings; Institutional Review Board (agenda and annual report only)	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	Academic Support Committee Funding Research Reports	Please deliver your report of funded research to ASC and the Archives in digital format (Pdf preferred) using this form .	Submit within 3 months of completion of funded activity. See notes.