

## Dean of Students Records

Record Type	Description / Examples	Notes	Due at Archives
Student Life Records	Records of Student Affairs Divisions; Counseling Center, Health Center, Religious Life, Residence Life, Safety and Security, Student Leadership & Involvement	See Records Schedule for each division	
Student/Alumni Records	Transcripts		Permanent record maintained by Registrar
Reports	Annual Reports from Student Affairs Divisions	Not currently produced, Send to archives if re-implemented.	After 5 years
College Publications	Compass	Paper copy will be maintained as long as it is made available to archives. Archives on mailing list	Archives will download pdf from web site and upload to Dspace
Student Prizes	Student Prize for Civility in Public Life	end of April announcement	Archives will print from website
Minutes of College Standing Committees	Campus Life and Community Standards Committee	Please deliver your <b>approved</b> committee minutes and attachments to the Archives in digital format (Pdf preferred) in a timely manner using this <a href="#">form</a> .	Submit after committee approval. See notes.