

CLEMSON UNIVERSITY

PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS
COLLEGE OF ARCHITECTURE

Clemson Advancement Foundation for Design & Building

CU 02491 **SECRETARY-TREASURER'S REPORT (Minutes)**

Description:

Annual report on the operations, activities, and finances of the Clemson Advancement Foundation (CAF). Information includes operations supported by annual giving, endowments, and pledges for endowments over a ten year period, detailed listing by category of all contributions received by the CAF, earmarked gifts through the Clemson University Fund, and other related information.

Retention: office: 5 years after fiscal year; then send to University archives

Schedule approved 1/9/1992; revised 7/2007

CU 02492 **FINANCIAL RECORDS**

Description:

Records maintained for financial accounting purposes: vouchers, invoices, contributions and gifts, bank statements, accounting reports, etc. From 1988 forward, a permanent summary is provided by the Foundation's Detailed Account Status Report.

Retention: 7 years after end of fiscal year; destroy

*Supersedes CU-VPSA-DAR-2; CU-02494
Schedule approved 1/9/92; revised 7/2007*

**CU 02493 AUDITED FINANCIAL STATEMENTS
(External Audits)**

Description:

Created by an independent auditor to report findings and express an opinion on the financial statements of the Clemson Architectural Foundation (CAF). Information includes CAF Balance Sheet; Statement of Support and Revenue, Expenses and Changes in Fund Balances; CAF Charles Daniel Center Fund Statement of Support and Revenue, Expenses and Changes in Fund Balances; Notes to Financial Statements; Independent Auditor's Report Schedule of Federal Financial Assistance; CAF Schedule of Federal Financial Assistance; and letter to the Board of Trustees.

Retention: 5 years; send to University Archives

Schedule approved 1/9/92; revised 7/2007

**CU-PVPA- BUILDING PLANS AND SUPPORTING NOTES
CLA-AD-4**

Description:

Architectural specifications for structures, buildings, or projects to be constructed, renovated, or altered. Examples include the specifications and planning notes for Strode Tower and Daniel Hall.

Retention: Retain in subdivision until property is disposed of, then destroy.

**CU-PVPA- STUDENT PETITIONS
CLA-DO-2**

Description:

Series used to maintain a record of students who petition for course substitutions. Includes student's name, social security number, class is to be dropped, class is to be substituted, year in school and reasons for substitution.

Retention: Retain in the Dean's Office until student graduates or terminates enrollment, then destroy.