

CLEMSON UNIVERSITY

**SENIOR VICE PROVOST AND DEAN OF THE GRADUATE SCHOOL
NATIONAL DROPOUT PREVENTION CENTER**

CU 08166 DROPOUT STATISTICAL REPORTS

Description:

Document nationwide the number of students who drop out of elementary and high school annually. Information includes statistics concerning the number of dropouts each year, age of dropout, background information, city or county and state.

Retention:

Until superseded and no longer needed for reference; destroy.

Schedule approved 2/15/95

CU 08167 FOCUS DATABASE FILE

Description:

Documents information concerning the use and maintenance of the Focus Database. Information includes database instructions and usage, search procedures, program profiles, calendar of events, dropout prevention information, organizations file, resource library materials and information concerning consultants and speakers.

Retention:

Until no longer needed for reference; destroy.

Schedule approved 2/15/95

CU 08168 IN-SERVICE TRAINING CURRICULUMS

Description:

Document information concerning training workshops and seminars offered to teachers, community organizations, and professionals who teach or help at-risk students. Information includes teaching methods, techniques, and curriculums. Also date, time, and location of in-service training workshops.

Retention:

Until no longer needed for reference; destroy.

Schedule approved 2/15/95

CU 08169 INQUIRY FORMS

Description:

Document all inquiries and requests for information concerning dropout prevention. Information includes role type, organization type, type of request, response and method of contact.

Retention:

3 years; destroy.

Schedule approved 2/15/95

NATIONAL DROPOUT PREVENTION NETWORK

NDPN-1 Network Financial Records

Description:

Records of revenue received and expenses paid for the National Dropout Prevention Network. Documents include budget forms, revenue receipt forms, journal vouchers, purchase orders, disbursement vouchers, and other related accounting reports.

Retention:

7 years; destroy upon approval of the director of the National Dropout Prevention Center.

Schedule approved 5/4/2009