

**CLEMSON UNIVERSITY**

**BOARD OF TRUSTEES**

**OFFICE OF THE EXECUTIVE SECRETARY  
TO THE BOARD OF TRUSTEES**

**CU 16787 BOARD OF TRUSTEE FILES**

Description:

These records are created to document information regarding the Board of Trustees of Clemson University. Information includes membership lists, meeting minutes, biographical information on Board members, correspondence and memoranda, Board resolutions, recommendations to the Board, Board license plates, regulations/quarantines of the Board, trustees emeriti, Board and committee investigations, trustee manuals, and annual reports submitted to the Board.

Retention:

Office: 5 years;

University Archives: PERMANENT.

*SUPERSEDES CU-BT-PO-2*

**CU 16788 HONORARY DEGREES**

Description:

These records are created to document persons who have received honorary degrees from Clemson University. Information includes correspondence, the citation, honorary degree diplomas, photographs, biographical sketches, list of all honorary degree recipients, and other related information.

Retention:

Office: 5 years;

University Archives: PERMANENT.

*SUPERSEDES CU-BT-PO-6*