

CLEMSON UNIVERSITY
VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT

*DIRECTOR OF GIFTS MANAGEMENT AND TREASURER OF THE
CLEMSON UNIVERSITY FOUNDATION*

CU 04935 **UNIVERSITY AND FOUNDATION FUND SOURCE
DOCUMENTS FILE**

Description:

Document contributions and solicitations of funds for Clemson University and the Clemson University Foundation. Information includes mail solicitation material, letters, photocopies of checks, and matching gift forms.

Retention:

3 years and until completion of data entry; destroy.

Schedule approved 10/6/92

CU 04967 **FUND AGREEMENTS (REVISED)**

Description:

Created by the Office of Institutional Advancement to document donation agreements between Clemson University, the Clemson University Foundation and their respective donors. Information includes amount of donation, minimum total value of fund before distributions are made, purpose of fund, date program begins, criteria for selection of recipients, terms of the agreement, date of agreement, signature of donor or representative and authorized university signatures. This series concerns Endowed Fund, Annual Fund and Annual Award agreements.

Retention:

Office: Until completion of audit and no longer needed for reference.

University Archives: Permanent.