

CLEMSON UNIVERSITY
VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT
ASSOCIATE VICE PRESIDENT FOR UNIVERSITY RELATIONS

NEWS SERVICES

CU 04930 **NEWS RELEASES (AGRICULTURAL
COMMUNICATIONS)**

Description:

Created for news media coverage of activities in agricultural research. Information includes articles on agricultural science, the extension service, and experiment stations at Clemson University.

Retention:

Office: 5 years.
University Archives: Selection of needed documentation;
permanent.

Schedule approved 10/6/92

CU 04932 **CURRICULUM VITAE FOR FACULTY AND KEY
ADMINISTRATORS (NEWS SERVICES)**

Description:

Document biographical information for Clemson University faculty and key administrators. Information includes educational background, employment history, awards received, and other related information.

Retention:

Office: 3 years after termination of employment.
University Archives: Permanent.

Schedule approved 10/6/92

CU 04933 **NEWSPAPER CLIPPINGS FILE (NEWS SERVICES)**

Description:

Documents news coverage of activities and events at Clemson University.

Retention:

2 years; destroy.

Schedule approved 10/6/92

CU 04936 **NEWS RELEASES (NEWS SERVICES)**

Description:

News reports concerning activities and events from all departments at Clemson University except the Athletic Department and Agricultural Sciences Department.

Retention:

Original-

Office: 5 years.

University Archives: Selection of needed documentation; permanent.

Duplicate-

3 years; destroy.

Schedule approved 10/6/92