

STUDENT DEVELOPMENT
NON-TRADITIONAL SERVICES

430.01 Client Records (Originals)

Dates: September 1986 -

Volume: 1 Cu. Ft.

Annual Accumulation: 2 Cu. Ft.

Arrangement: Alphabetical

This office serves as a mediator between the non-traditional student (i.e., older students, divorced students with children, etc.) and other university departments (i.e., Office of Financial Aid and Student Work, Counseling Center, Housing, Admission and Records, etc.). This record series consists of the advocate records of referrals made for non-traditional students.

Recommendation: Retain in office for five (5) years after graduation or date of last attendance, then dispose of.

430.02 Non-Traditional Student Office Newsletters (Originals)

Dates: 1986 -

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: Chronological

These newsletters cover a variety of topics such as tips on test taking, counseling center programs, test anxiety, etc.

Recommendation: Retain in office for two (2) years, then transfer a copy to the University Archives for permanent retention.