

Marketing and Enrollment Management

Marketing

Records Liaison: Chris Augustine

Marktng1 Brand Records

All documents regarding Brand initiatives that do not qualify as project files or publications under the General Records Retention Schedule.

Retain five years and then send to Archives for review and final disposition.

Marktng2 Website-Homepage records

A series of visual images of the homepage store electronically to provide a history of website changes and historical information about the college.

Retain two years and then send to Archives for review and final disposition.

Marktng3 Projects

Records relating to special department project. File may include but is not limited to vendor records, project plans and correspondence.

Retain two years from close of project.