

Advancement

Media Relations

Records Liaison: Mary Goguen

MediaRel1 Citations

Copies of citations given to persons receiving honorary degrees or other types of awards from Stonehill College.

Send copy to archives for permanent retention. Send office copy to Researcher's Office after one year.

MediaRel2 Press Releases

Statements send to the press and/or posted on website for events or other items relating to Stonehill College.

Retain until no longer of administrative value. Send one copy of each release to the archives for permanent retention.

MediaRel3 News Clippings from Clipping Service

Copies of newspaper articles received from clipping service and distributed to various offices.

Retain until no longer of administrative value. Send one copy of each release to the archives for review and disposition.