

CRAS: Community Life



**University
of Manitoba**

COMM LIFE-010 (University or Faculty Events)

Series consists of records documenting the community life and events of the University of Manitoba. Records can be divided into the following sub-sets:

COMM LIFE-011 (Promotional Materials): Records in all media documenting and promoting University events, departments and research. Records include posters, final itineraries or agendas, advertising and promotional items for the event, biographies or CVs of external speakers, content planning for major events.

Retention: Current + 6 years: Transfer to Archives for selection.

COMM LIFE-012 (Planning and Logistics): Logistical information behind event planning. Can include catering and travel information, address or contact lists, media contact information, room bookings and confirmations.

Retention: Current + 2 years: Destroy.

COMM LIFE-013 (Memorabilia): Yearbooks and other memorabilia from Faculties, Colleges and Schools:

Retention: Transfer 1 copy to Archives upon completion.