Policy Number: 727
Policy Title: Office of Institutional Advancement Records Management

**POLICY:**
The Office of Institutional Advancement is the official arm for the management of the College’s external constituent and donor records, including individual, corporate and philanthropic foundation donors, alumni, and retirees, and does not share any donor records with outside entities.

**PROCEDURE:**
1. The Office of Institutional Advancement will house all donor records in a secure database that will only be accessible by the designated Institutional Advancement staff.
2. When requested by a third party, the Office of Institutional Advancement will obtain consent from external constituents as necessary, prior to releasing any information.
3. General donor information such as mailing addresses needed for college events and periodicals will be provided by the Office of Institutional Advancement for these purposes only.

Policy Council Review Date(s):
AAPC: ___________; FAPC: ___________; SAPC: ___________, IAPC: 04/09/13, ITPC ____________

PPAB Approval Date: _____________