I.1 Minimum Record Information Policy

In order for a record to be considered maintainable, it must contain:

A) A complete name (first and last name, or organization name), and a complete address

AND

B) All of the RE required fields
   a. Campus
   b. Constituent Code
   c. Titles
   d. Addressees and Salutations

Any records not containing this information are subject to deletion from the database.