



Last Updated: September 2007

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.