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Gateway Records

Record Type	Description /Examples	Notes	Due at Archives
College Publications	Brochures announcing workshops and seminars; programs; general Gateway services and programs		At time of Publication
Policy Documents	Documents and presentations outlining the Gateway structure and mission; Gateway policies affecting multiple departments	Documents regarding the Gateway as a whole to be sent by Gateway Director	Annually
Program Records	First-Year/Sophomore Program Objectives	Current information available on Faculty Resources Web Page	Archives will print from web site

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