

October 2011

7.105 Database Management

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Recommended Citation

"7.105 Database Management" (2011). *7.000 Institutional Advancement*. 5.
http://aura.antioch.edu/policies_700/5

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Type of Policy <input checked="" type="checkbox"/> University <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> Interim		Database Management Policy Policy 7.105	
Institutional Advancement Policies		Effective date: August 7, 2009	
Policy History:	Approved by:	Resolution #	Date
Approved	Chancellor	N/A	August 7, 2009
Revised (Non-substantive)	Office of University Counsel	N/A	May 25, 2017
Responsible Office	Responsible Administrator:	Contact information	Applies to:
Office of Vice Chancellor of University Advancement	Vice Chancellor of University Advancement	904-608-9840	All University and Campus Advancement Offices

I. Introduction and Purpose

The purpose of this policy is to establish Antioch University’s official database management system for the University regional advancement offices.

II. Database Management System

A. Raiser’s Edge is the official source for alumni and donor information.

B. Each campus and unit of the University is expected to keep its Raiser’s Edge database up to date, by entering all donations and its graduates’ data as soon as feasible after commencement and sending that data out for periodic address and/or e-mail updates.