

## **UAM OPERATING PROCEDURE 910.1**

### **USE OF ALUMNI RECORDS/DATABASE**

The Office of Advancement maintains computerized records on Alumni/Friends of the University. The records are intended for the following uses:

1. To maintain communication between alumni/friends and the University;
2. To assist the Office of Advancement in the development of gifts that support the educational mission of the University.
3. To assist the Office of Advancement/Alumni Affairs and the UAM Foundation Fund in solicitation activities.

Any campus organization/department/program officially recognized by the University may be granted access to existing alumni records that are applicable to the success of their event or project, with direction from the Vice Chancellor for Advancement.

Any and all information provided may not be used for any type of solicitation.

Alumni/Database records may not be provided for off-campus requests or off-campus groups hosting an on-campus function unless approved by the Vice Chancellor for Advancement.

*Revised: January 24, 2022*

*Revised: July 1, 2011*

*July 8, 1985*