**Guest House**

The Carnegie Library Building built in 1910 was remodeled in 1942 as a student

social center with guest rooms. Use of the rooms for visiting lecturers and

performers caused the building to become the college's official Guest House. The

first hostess was Mrs. Rufus B. Wilson. The Guest House was refurbished in 1976

and continues to provide hotel accommodations for visiting faculty, lecturers,

trustees, parents, and townspeople.

**Retention Schedule**

**Administrative Files.** Records concerning administration of the Guest House.

Files may include correspondence, personnel/time sheets, budgets, copies of

transfers of funds, memorandum, campus office files, and reference files.

Disposition Instructions: Destroy in office when reference value ends.

**Black Book.** Records of bookings and reservations organized by month. Used to

make reservations and to note any special arrangements.

Disposition Instructions: Destroy in office when reference value ends

**Daily Report.** Cover sheet with daily tallies for room rentals, cash

reconciliations, billings and interdepartmental transfers. Attached to the Daily

Report are copies of reservation forms, checks, billing forms, interdepartmental

billings forms, and other such records as pertain to the report.

Disposition Instructions: Destroy in office after 3 years.

**Policy and Procedures Manual.** Reference copies of current policies and

procedures.

Disposition Instructions: Destroy in office when superseded or obsolete.

**Reservation Book.** Ledger used to record reservations for Guest House rooms.

Disposition Instructions: Destroy in office after 3 years