**Bookstore Records**

The primary responsibility of the bookstore is to supply textbooks for classes. The

1903 catalog notes that a member of the faculty acted as a book agent for

students and that any profits went to the Student Loan Fund. By 1924, a room

was set aside in Chambers for a bookstore which operated as part of the Business

Office. Profits were given to Societas Fratrum Loan Fund for needy students. In

1994 the College Bookstore is a division of Auxiliary Services and is responsible for

ordering and selling textbooks, office supplies, college-related general books,

school supplies, and Davidson memorabilia. The Bookstore also provides space for

the selling of college rings.

**Retention Schedule**

**Administrative Files**. Records concerning the administration and activities of

the bookstore. Files may include correspondence, reports, professional

association materials, memorandum, budgets and other records.

Disposition Instructions: Destroy in office after 6 years.

**Cash Register Tapes.** Tapes from each bookstore case register.

Disposition Instructions: Destroy in office after 3 years or 1 year after

released from all audits, whichever is later.

**Daily Sales Records.** Summary reports of daily sales activities sent to the

Controller's Office as a cover sheet for deposits.

Disposition Instructions: Destroy in office after 3 years or 1 year after

released from all audits, whichever is later.

**Invoices.** Copies of invoices for supplies and equipment.

Disposition Instructions: Destroy in office after 3 years or 1 year after

released from all audits, whichever is later.

**Personnel.** Time Sheets for bookstore employees.

Disposition Instructions: Destroy in office after 1 year and when released

from all audits, whichever is later.

**Policies and Procedures.** Manuals containing official policy and procedure

statements for the college and for the bookstore.

Disposition Instructions: Destroy in office when superseded or obsolete.

**Ring Orders.** Copies of student orders for college rings. Students place ring

orders through a separate company and the bookstore retains a copy of orders

for reference purposes only.

Disposition Instructions: Destroy in office after 1 year or when reference

value ends, whichever is later.

**Textbook Requests.** Records of requests made by faculty for ordering

textbooks.

Disposition Instructions: Destroy in office when reference value ends.