**Residence Life**

Residence Life is responsible for all on-campus housing for students. Specific

activities include assigning rooms to Freshmen, managing a lottery system for

non-freshmen students room assignments, coordinating the care and

maintenance of 17 facilities with Physical Plant, purchasing furniture, overseeing

student residence hall staff, coordinating housing for summer programs,

participating in long-range planning, and maintaining a security system.

**Retention Schedule**

**Accounting Files.** Reference copies of invoices sent to the Controller's Office.

Disposition Instructions: Destroy in office after 3 years.

**Budget Books.** Ledgers containing records of all account activities.

Disposition Instructions: Destroy in office when reference value ends.

**Check-In/Check-out Forms**. Records of individual room conditions and

damages. Students complete forms with Residence Hall staff upon room

assignment and again when officially checking out of the room. Students may be

required to pay restitution fees based on room condition reports.

Disposition Instructions: Destroy in office 3 years after student graduates

or permanently withdraws from college, or when reference value ends,

whichever is later.

**Damage Records**. Copies of work orders for damage repair and billings.

Disposition Instructions: Destroy in office after 5 years or when reference

value ceases.

**Deposit Reports.** Cards from controllers office indicating the payment of

deposits.

Disposition Instructions: Destroy in office after 1 year.

**Disciplinary Files**. Reference copies of disciplinary reports forwarded to the

Judicial Committee. May also contain Judicial Committee action report.

Disposition Instructions: Destroy in office when reference value ends. Files

contain restricted information.

**Freshman Pairing Forms**. Records used in matching students for freshman

year room assignments. Files include "yellow" biographical and preference card

and application data. After roommate assignments are made, records are filed by

dormitory and room. Later the cards are pulled and filed by class year.

Disposition Instructions: Destroy in office when reference value ends.

**Medical Reports**. Records of special medical conditions of students. Reports are

sent by physicians to alert Residence Life staff about medical requirements for

students. Files contain restricted information.

Disposition Instructions: Destroy in office 1 year after graduation or

student's permanent withdrawal from college.

**Purchasing Files**. Records concerning purchasing activities. Files may include

specifications, bids, correspondence, reference materials.

Disposition Instructions: Destroy in office after 3 years or when reference

value ends, whichever is later.

**Security Access Reports**. Logs identifying individuals with access to buildings

on security system.

Disposition Instructions: Destroy in office when reference value ends.

**Security Reports**. Records created by building security system. Records log time

and identification numbers for each entry into buildings on the security systems.

Disposition Instructions: Destroy in office after 5 years.