**Vice President for Student Life**

The Vice-President for Student Life and Dean of Students is responsible for

overseeing the offices of Residence Life, Career Services, Student Health and

Counseling Center, Chaplain, Community Services, the College Union, and Public

Safety. The Dean also serves as a liaison for ODK and is active with the Watson

Fellowships, the Council on Campus Life and Religion, and the Student Conduct

Council.

**Retention Schedule**

**General.**  Administrative files for office activities, includes files on

correspondence, Orientation, Parents' Weekend, campus committees, campus

organizations, and the offices reporting to the Vice-President for Student Life and

Dean of Students.

Disposition Instructions: Maintain in office for 5 years, transfer to College

Archives for appraisal and final disposition.

**Disciplinary Records Periodic Destruction** The Dean of Students Office at Davidson College complies with North Carolina state law and Davidson College’s policy and schedule for Record Retention and Disposition. After the minimum retention period for a disciplinary record is reached, said records are disposed of unless they still serve a legal, operational, or historic value. Disciplinary records are disposed of seven years after the date of the incident. This disposal process occurs on an annual basis in accordance with summer break on the academic calendar, typically in June.

**Minutes.** Notebooks with copies of minutes for Campus committees, including

the Council on Campus Life and Religion. The notebooks are used mainly for

reference purposes.

Disposition Instructions: Destroy in office after 5 years.