**Catcard Services Records**

Catcard Services issues student, faculty and staff ID cards and maintains credit

and billing accounts related to charges made through the ID cards.

**Retention Schedule**

**Account Summary Sheets.** Cover sheets summarizing activities for accounts

(sales and meals activity). These are sent with printouts from the in-house

database to the Controller's Office to authorize the transfer of funds.

Disposition Instructions: Destroy in office 1 year after released from all

audits.

**Banner Invoices.** Departmental copes of invoices from Auxiliary Services input

to the Banner System.

Disposition Instructions: Destroy in office 1 year after released from all

audits.

**Daily Journal.** Reference file for deposits. Contains name, account number and

amount deposited.

Disposition Instructions: Destroy in office 1 year after released from all

audits.

**ID Card File.** Forms for each active Davidson ID card. Forms provide name, social

security number, and identification numbers. Files contain restricted information.

Disposition Instructions: Destroy student files 1 year after graduation.

Destroy faculty/staff files 1 year after affiliation with college ceased.

**Meal Plan Contracts.** Copies of signed contracts for student meal plans.

Disposition Instructions: Destroy in office after 1 year.

**Printouts.** Printouts of reports generated by the in-house computer database

for Campus Network. Contains information on all charges made with student ID

cards and all deposits to Campus Network accounts.

Disposition Instructions: Destroy in office 1 year after released from all

audits.