**Property Management & Housing**

The Physical Plant department officially started in 1912 with the hiring of Daniel

Eugene Brown. Prior to that, faculty members shared the responsibility of

overseeing the college grounds. The position of Superintendent of Grounds and

Buildings has been held by Daniel Eugene Brown (1912-1915), John Hill (1915-

1920), R. A. Stiles (1920-1923), D. B. Van Sant (1923-1925), and Frank Hobart

(1925-1960). In 1961, the position was renamed Director of Physical Plant. By

1971, a separate position as supervisor of grounds had been established.

Property Management and Housing oversees the maintenance of the college

grounds and also manages the college’s rental properties.

**Retention Schedule**

**Property Files.** These files contain records appraisals, purchase information and

related documents for properties owned by the college that are not part of the

college=s rental or land-lease properties. Deeds may be filed separately.

Disposition Instructions: Maintain in Office as long as property held by

college. Retain for 4 years after sale of property. Eligible for inactive

storage.

**RENTAL FILES.** These files contain records on rental properties held by the

college. Files include a) ownership history, b) appraisals & surveys c) tenant

information

Disposition Instructions: a) Permanent. Transfer to Archives. b) Maintain in

Office as long as property held by college. Merge with sold property files,

upon completion of sale. c) Retain for 3 years after termination of contract.

**LAND LEASE FILES.** May contain copies of a) purchase history, b) purchase

agreements, appraisals, etc. documenting ownership of land ,and c) land-lease

agreements.

Disposition Instructions: a) Permanent. Transfer to Archives. b) Maintain in

Office as long as property held by college. Merge with sold property files,

upon completion of sale.

**RIGHTS OF FIRST REFUSAL.** Correspondence, appraisals, and related information

on properties where the college has the right of first refusal

Disposition Instructions: Maintain in office. Transfer to appropriate files

(Land Lease, Rental, Sold ) as appropriate.

**DEEDS.** Deeds to college-owned properties. Arranged by name of seller.

Disposition Instructions: Maintain in Office as long as property held by

college. Retain for 4 years after sale of property. Transfer to Archives for

review for permanent retention.

**MCCONNELL SALES OFFICE FILES.** Records from the sales office for the McConnell

subdivision. Files include sales contracts, housing plans, minutes, and

administrative files. Some materials may be duplicated in Crosland Development

files

Disposition Instructions: Maintain in Office until reference value ceases,

transfer to College Archives for appraisal and final disposition.

**DCDC Files.** Records of Davidson College Development Corporation. Files

originated in office of Vice President for Finance and Administration. Files contain

reports, minutes and administrative files.

Disposition Instructions: Maintain in Office until reference value ceases,

transfer to College Archives for appraisal and final disposition.

**CROSLAND FILES.** Records for Crosland Development projects. Files contain

reports, minutes and administrative files.

Disposition Instructions: Maintain in Office until reference value ceases,

transfer to College Archives for appraisal and final disposition.

**INSURANCE.** Files contain current policies, renewal materials, correspondence

relating to policies, and closed claims.

Disposition Instructions: a) Current polices & renewals: Maintain in Office

until superceded. b) Correspondence: Maintain in office until

administrative value ends. c) Closed claims: Retain for 3 years after closed.

Eligible for inactive storage.

**Department of Natural Resources Files.** Records relating to cleanup of old

gas station site.

Disposition Instructions: Retain documentation for 10 years. Eligible for

inactive storage.

**Vehicle Titles.** Files contain titles for automobiles, boats, and trailers owned the

college.

Disposition Instructions: Maintain in Office as long as property held by

college.