**Auxiliary Services Records**

Auxiliary Services is responsible for the administration of the campus food

services, the college bookstore, the laundry, the guest house, and the campus

network. The food services includes Vail Commons, Union Outpost and Union

Cafe, Baker Underground, and catering.

**Retention Schedule**

**Daily Statement.** Copies of daily summary statements from the various

divisions of Auxiliary Services. The records are stored in ring binders.

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

audits.

**Financial Statements.**  Reference copies of financial reports from the AIIMS

and Banner computer systems. The reports reflect the activities of the various

divisions of Auxiliary Services.

Disposition Instructions: Destroy in office when reference value ends.

**Policy Files.** Notebooks for each division of Auxiliary Services containing mission

statements, policy statements, personnel charts, job descriptions, and

memoranda about special problems or issues. These notebooks serve as the

master file and contain both original and revised statements.

Disposition Instructions: Maintain master file in office, transfer 1 copy of

revised statements to College Archives for permanent retention.

**Summer Groups.** Records for each of the programs hosted on the Davidson

campus during the summers. The files are housed in ring binders and contain

correspondence, contracts, billing information, and copies of invoices. Files are

used for planning and for reports.

Disposition Instructions: Destroy in office 3 years after termination of

contract if no litigation, claim, audit, or other official action involving the

records has been initiated and when reference value ceases. If official

action has been initiated, destroy in office after completion of action and

resolution of issues involved and when reference value ceases.