

## OFF-CAMPUS HOUSING OFFICE

**570.01      Occupancy Reports for Off-Campus Approved Facilities File**

Dates:                    1984 -  
Volume:                  Negligible  
Annual Accumulation:   Negligible  
Arrangement:             By area

**Recommendation:** Retain in office for three (3) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**570.02      Discrepancy Reports Regarding Students Who Are Not In Compliance With The Housing Policy as Established by the Board of Trustees Files**

Dates:                    1981 -  
Volume:                  Negligible  
Annual Accumulation:   Negligible  
Arrangement:             Chronological

**Recommendation:** Retain in office for six (6) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**570.03      Active Student Profile Holds Monitor**

Dates:                    1987 -  
Volume:                  Negligible  
Annual Accumulation:   Negligible  
Arrangement:             Alphabetical

This record series consists of holds against students living in violation of Housing Regulations set forth by the SIU Board of Trustees.

**Recommendation:** Retain in office for six (6) weeks or until expiration of administrative value, whichever is longer, then dispose of provided no litigation is pending or anticipated.

**570.04 Audit Errors List (Used to Identify Errors on Key-Punched Card) File**

Dates: 1981 -  
Volume: 2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

**Recommendation:** Retain in office for six (6) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**570.05 Student Enrollment Data (microfiche)**

Dates: 1974 -  
Volume: 3 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of student enrollment data for off-campus housing and is used for research.

**Recommendation:** Retain in office for until administrative value has expired, then dispose of.

**570.06 Active Student Profile**

Dates: 1975 -  
Volume: 3 Cu. Ft.

Annual Accumulation: Negligible  
Arrangement: Chronological

This record series consists of student profile for off-campus housing and is used for research purpose.

**Recommendation:** Retain in office for until administrative value has expired, then dispose of.

#### **570.07 Local Address Report Forms File**

Dates: 1981 -  
Volume: 3 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series consists of the off-campus address of off-campus students who reside with a sibling or grandparent.

**Recommendation:** Retain in office for until administrative value has expired, then dispose of provided no litigation is pending or anticipated.

#### **570.08 Parent/Guardian Forms File**

Dates: 1983 -  
Volume: 3 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series consists of information on off-campus housing students living with a parent/guardian.

**Recommendation:** Retain in office for until administrative value has expired, then dispose of provided no litigation is pending or anticipated.

#### **570.09 Off-Campus Contract File**

Dates: 1983 -  
Volume: 3 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

**Recommendation:** Retain in office for until administrative value has expired, then dispose of provided no litigation is pending or anticipated and all audits have been completed under the supervision of the Auditor General, if necessary.

#### **570.10 Local Address Clearance Forms File**

Dates: 1983 -  
Volume: 3 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

**Recommendation:** Retain in office for until administrative value has expired, then dispose of provided no litigation is pending or anticipated.

#### **570.11 General Purpose Local Address Coding Forms (L-Cards) File**

Dates: 1985 -  
Volume: 12 Cu. Ft.  
Annual Accumulation: 4 Cu. Ft.  
Arrangement: Alphabetical/Numerical/Chronological

This record series consists of L-cards used for data input procedure for parent guardian forms, local address report forms, off-campus contracts, and local address clearance forms.

**Recommendation:** Retain in office for three (3) years or until administrative value has expired, then dispose of provided no litigation is pending or anticipated.

#### **570.12 Hold Cards**

Dates: 1985 -  
Volume: 2 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: Alphabetical

This record series consists of hold cards which are used to hold housing for students.

**Recommendation:** Retain in office for two (2) years or until expiration of administrative value, whichever is longer, then dispose of.

#### **570.13 Facility Information File**

Dates: 1977 -  
Volume: 8 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: According to address

This record series consists of information on available vacancies.

**Recommendation:** Retain in office for until expiration of administrative value, then dispose of.

#### **570.14 Accepted Living Centers**

Dates: 1960 -  
Volume: 8 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Street Address

This record series consists of information on those living centers acceptable to the university for off-campus housing.

**Recommendation:** Retain in office for until expiration of administrative value, then dispose of.

**570.15 Resident Assistants and Hall Coordinator Files**

Dates: 1979 -  
Volume: 2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical

This record series consists of information on student resident assistants and resident hall coordinator staff this also includes all application (both accepted and rejected).

**Recommendation:** Retain in office for until expiration of administrative value, then dispose of.

**570.16 Student Resident Assistant Forms File**

Dates: 1982 -  
Volume: 2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by Housing Unit, then Chronological

This record series consists of weekly reports, disciplinary reports, fire reports, health and accident reports, and incident reports.

**Recommendation:** Retain in office for five (5) years, then dispose of providing no litigation is pending or anticipated.

**570.17 Greek Row Residents Files**

Dates: 1977 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by name of organization, then Chronological under each organization

**Recommendation:** Retain at the discretion of office.

**570.18 Greek Row Occupancy Reports**

Dates: 1986 -

Volume:  $\frac{1}{2}$  Cu. Ft.

Annual Accumulation:  $\frac{1}{4}$  Cu. Ft.

Arrangement: Alphabetical

**Recommendation:** Retain in office for one (1) year, then dispose of.

**570.19 Student Worker Information File**

Dates: 1979 -

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: Alphabetical/Chronological

This record series consists of time worked, referrals, activity code assignments, and termination.

**Recommendation:** Retain in office for five (5) years after separation from university, then dispose of providing no litigation is pending or anticipated.

**570.20 Computer Printout Off-Campus Housing Discrepancy Report Summary**

Dates: 1984 -

Volume: 1 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Chronological

This is a computer printout summary of the discrepancy report generated with respect to students not in compliance with Board of Trustees off-campus housing regulations.

**Recommendation:** Retain in office for three (3) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**570.21 Active Student Profile (COM)**

Dates: 1975 -  
Volume: ¼ Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological

This is the microfiche format of the Active Student Profile serving as a central reference history of all active students.

**Recommendation:** Retain in office for ten (10) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**570.22 Active Student Profile Correction Audit (COM)**

Dates: 1978 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

This is a record of correctional adjustments of the profile.

**Recommendation:** Retain in office for ten (10) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**570.23 Grade Point Average Listing (COM)**

Dates: 1981 -  
Volume: Negligible

Annual Accumulation: Negligible  
Arrangement: Chronological

This is a listing by grade point average of all SIU-C students.

**Recommendation:** Retain in office for six (6) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

#### **570.24 ID Listing (COM)**

Dates: 1975 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

This is a COM listing of all students, grouped by student ID no.

**Recommendation:** Retain in office for ten (10) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

#### **570.25 Local and Home Address Listing (COM)**

Dates: 1983 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

This is a COM listing of off-campus students showing students' local and home addresses.

**Recommendation:** Retain in office for four (4) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

