

UNIVERSITY HOUSING
AREA OFFICES (DORMITORIES)

510.01 Student Residence Files - Dormitories (Originals)

Dates: 1984 -
Volume: 8 Cu. Ft.
Annual Accumulation: 2½ Cu. Ft.
Arrangement: Alphabetical by student

These are the student residence files for individual students residing in dormitories. File contents consist of Personal Data/Room Inventory Sheet, Space Changes, Forwarding Address Card, and the check-out form.

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.

510.02 Area Service Requests/Damage Assessment Roster (Originals)

Dates: 1985 -
Volume: ¼ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

These records serve to pin point priority maintenance, damage assessment, and repairs of dormitories.

Recommendation: Retain in office for two (2) years then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

510.03 Cash Collection Forms for Bursar Deposits (Duplicates)

Dates: 1984 -
Volume: ¼ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This is a form used to transmit and record cash collections for deposit by the Bursar.

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.

510.04 Daily Cash Record (Originals)

Dates: 1984 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This is a daily record of cash transactions maintained for internal accounting.

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.

510.05 Use of Facilities Request Form (Original)

Dates: 1986 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This form serves as a written request by students or other entities to use dormitory facilities for meetings, recreational activities (etc.)

Recommendation: Retain in office for one (1) year, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

510.06 Fire Safety Regulations Compliance Inspection Reports and Orders (Duplicates)

Dates: 1985 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

Originals of these reports are maintained by the State Fire Marshal's Office for five (5) years in accordance with Application 72-8, items 1 and 2.

Recommendation: Retain in office for two (2) 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.

510.07 Health Service Transit Ticket Roster (Originals)

Dates: 1986 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This is a roster of residents issued transit tickets for Health Services transportation.

Recommendation: Retain in office for one (1) year, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

510.08 Housing Registrations for Summer Conferences/Camps (Originals)

Dates: 1985 -
Volume: ¼ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By building and registrant

Recommendation: Retain in office for two (2) 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.

510.09 Incident Reports (Originals)

Dates: 1985 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

These are the Area Office's copies of any incident report potentially representing the basis of a formal disciplinary action prosecutable against a student.

Recommendation: Retain in office for two (2) 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.

510.10 Invoice Vouchers (Duplicates)

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

Recommendation: Retain in office for two (2) 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.

510.11 Key Record Reprints (Originals)

Dates: 1986 -

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: Chronological and by Dormitory

Recommendation: Retain in office for one (1) year, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

510.12 Laundry Token Audit (Originals)

Dates: 1986 -

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: N/A

Recommendation: Retain in office for one (1) year, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

510.13 Laundry Machine Service Requests (Originals)

Dates: 1986 -

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: Chronological

Recommendation: Retain in office for one (1) year, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

510.14 Linen Records (Originals)

Dates: 1984 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological and by dormitory

These are original forms used for tracking the distribution and cleaning of linens.

Recommendation: Retain in office for one (1) year, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

510.15 Mail Logging and Processing Records of the Mailroom - Accountable Mail and Daily Cash Record (Originals & Duplicates)

Dates: 1984 -
Volume: ¼ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This file series contains the various forms and reports generated from the Mailroom for logging, processing, and distributing mail, principally records for "accountable" mail and a Daily Cash Record.

Recommendation: Retain in office for one (1) year, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

510.16 Monthly Meal Ticket Audit (Original)

Dates: 1986 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

Recommendation: Retain in office for one (1) year, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

510.17 Meal Ticket Void Roster (Originals)

Dates: 1986 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

Recommendation: Retain in office for one (1) year, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

510.18 Occupancy Report (Original)

Dates: 1986 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological and by dorm

These are listings of occupancy by dorm and room.

Recommendation: Retain in office for one (1) year, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

510.19 Package Cards (Originals)

Dates: 1986 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: By Package Recipient

This is a card file of package recipient and senders within the dormitories.

Recommendation: Retain in office for one (1) year, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

510.20 Walk-in Roster (Originals)

Dates: 1986 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This is a roster of students who purchase contracts on a walk-in basis.

Recommendation: Retain in office for one (1) year, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

510.21 Reservation of Activity Areas (Originals)

Dates: 1986 -
Volume: ¼ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

Recommendation: Retain in office for one (1) year, then dispose of providing all audits have been completed under the supervision

of the Auditor General, if necessary, and no litigation is pending or anticipated.

510.22 Student Resident Assistant Weekly Activity Reports and Evaluations (Originals)

Dates: 1986 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

Recommendation: Retain in office for one (1) year, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

510.23 Student Health & Accident Reports (Duplicates)

Dates: 1985 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

Originals of these are held in the Office of the Director of Housing and Food Service.

Recommendation: Retain in office for one (1) year, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

510.24 Student Worker Time and Attendance Sheets (Duplicates)

Dates: 1986 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical by employee

Central copies of these files are maintained within the office of Student Work & Financial Assistance.

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.

510.25 Telephone Service Requests (Duplicates)

Dates: 1986 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

Recommendation: Retain in office for one (1) year, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

510.26 Personnel Shift Report (Originals)

Dates: 1984 -
Volume: ¼ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

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.

510.27 General Stores Requisitions (Duplicates)

Dates: 1986 -
Volume: ¼ Cu. Ft.
Annual Accumulation: Negligible

Arrangement:

Chronological

Recommendation: Retain in office for one (1) year, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.