

FAMILY HOUSING OFFICE

520.01 Occupancy Report (Originals)

Dates: 1982 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This original report lists vacancies in each Family Housing Area.

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.

520.02 Space Roster (Originals)

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

This listing is a weekly update of units or spaces occupied.

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.

520.03 Student Resident Files - Family Housing (Originals)

Dates: 1985 -
Volume: 91 Cu. Ft.
Annual Accumulation: 46 Cu. Ft.

Arrangement: Alphabetical by student

This record series contains applications for housing, copies of the housing contracts, damage assessment forms, copies of any returned checks, housing check-out/check-in forms, meal ticket ID, Personal Data/Room Inventory Sheet, Space Changes, locator card, forwarding address cards, and related correspondence. This file series is maintained on a student file basis for each resident.

Recommendation: Retain in office for one year after check-out and audit, then dispose of providing no litigation is pending or anticipated.

520.04 Maintenance Work Orders (Duplicates)

Dates: 1986 -

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: Numerical

These are routine maintenance work orders not placed on an emergency priority. Originals are sent to the Maintenance Office.

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

520.05 Vendors Confirming No. Request Form (Originals)

Dates: 1986 -

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: Chronological

This form documents vendor deliveries and payments.

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.

520.06 Car Check Out Form (Originals)

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

This residency check out form registers the removal of auto parking authorizations for the residents.

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.

520.07 Property Control Inventory Cards (Originals)

Dates: 1977 -
Volume: ¼ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Numerical by inventory number

This is an internal card file used to track additions, deletions, and changes to the office property control inventory.

Recommendation: Maintain in office and dispose of upon discretion of the Family Housing Office.

520.08 Agenda and Minutes of Petitions Review Committee Meetings (Originals)

Dates: 1977 -
Volume: 3 1/3 Cu. Ft.
Annual Accumulation: ½ Cu. Ft.
Arrangement: Chronological

Recommendation: Retain ten (10) years in office, then transfer to the University Archives for permanent retention.

520.09 Student Worker Personnel Files (Duplicates)

Dates: 1981 -
Volume: ¼ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical and by active or inactive status

These personnel files for student workers contain primarily hiring authorization forms, time and attendance records, and termination forms. Original student worker files are maintained by the Office of Student Work and Financial Assistance.

Recommendation: Retain in office for four (4) years from the date of separation from employment, 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.

520.10 Xerox Log (Originals)

Dates: 1986 -
Volume: 1½ Cu. Ft.
Annual Accumulation: ¾ Cu. Ft.
Arrangement: Chronological

This log shows xerox usage and supply quantities.

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.

520.11 Emergency Maintenance Call-in Log (Originals)

Dates: 1986 -
Volume: Negligible

Annual Accumulation: Negligible

Arrangement: Chronological and by building

This is a log of dates and times emergency maintenance requests were called in.

Recommendation: Retain in office for one (1) year, 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.

520.12 Inactive Housing Applications (Originals)

Dates: 1984 -

Volume: 1½ Cu. Ft.

Annual Accumulation: ½ Cu. Ft.

Arrangement: Alphabetical by applicant

These are applications for housing that have become inactive from the withdrawal or cancellation of the applications' review and approval process.

Recommendation: Retain in office for three (3) years from the date of initial application, then dispose of providing no litigation is pending or anticipated.

520.13 Family Housing Resident Card File - "Building Cards" (Originals)

Dates: 1958 -

Volume: 2 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: By building

This is a card file maintained internally to document current and past residents in specific family housing units.

Recommendation: Retain and update information at the discretion of the agency.

520.14 Housing Maintenance Logs (Originals)

Dates: 1958 -
Volume: ½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By building and Chronological

This record series includes logs of all family housing unit maintenance activity and equipment. The logs indicate units painted, batteries in place and/or available, furnace filters installed and/or available, refrigerator replacements, and window replacements.

Recommendation: Retain in office for twenty (20) 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.

520.15 Summary of Contract Terms and Guidebook (Originals)

Dates: NA (continuously updated)
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of summaries or outlines of housing contract terms and supporting policy and procedural guidelines. This series is continuously updated and maintained as new contracts and guidelines are implemented.

Recommendation: Retain current contract terms/guidelines in office and/or the University Archives on a permanent basis. Dispose of superseded contract terms/guidelines as they are updated.

520.16 Daily Rental Pro-rate sheets (Originals)

Dates: NA (continuously updated)
Volume: Negligible

Annual Accumulation: Negligible

Arrangement: Chronological

These pro-rate sheets list daily rental amounts for Family Housing Areas. This series is continuously updated and maintained as new rates are implemented.

Recommendation: Retain current pro-rate sheets in office and/or the University Archives on a permanent basis. Dispose of superseded pro-rate sheets as they are updated.

520.17 Check Register for Housing Payments Transmitted to the Bursar (Originals)

Dates: 1982 -

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: Chronological

This check register shows housing payments forwarded to and processed by the Bursar's Office.

Recommendation: Retain in office for five (5) 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.

520.18 Apartment Inventory Record for Furniture and Appliances (Originals)

Dates: 1984 -

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: By area and 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.

520.19 Laundry Token Control Report and Receipts (Originals)

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

This file series serves as documentation of laundry token sales, receipts and deposits.

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.

520.20 Monthly Rent Roster (Originals)

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

This is a housing space roster maintained for administering housing rental charges.

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.

520.21 Requisitions (Duplicates)

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

Contained in this file are various types of requisitions which include purchase requisitions, service requisitions, and general stores requisitions.

Recommendation: Retain in office for one (1) year, 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.