

## SINGLE STUDENT CONTRACTS

### 590.01 Single Student Housing Contracts Student Files (Originals)

Dates: 1977 -  
Volume: 175 Cu. Ft.  
Annual Accumulation: 17½ Cu. Ft.  
Arrangement: Numerical by student's social security number

These files contain for each single student the housing application, cancellation of contract, and intent to vacate. Files are sent to the Office Manager for filing in the housing central files. A ten (10) year retention period has been sufficient for all the agency's retrieval needs, including referrals for the recovery of damages and/or delinquent funds.

**Recommendation:** Retain one (1) year after check out, if housing charges are paid in full, 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. Files on students who have checked out and have outstanding housing charges are to be retained in office for one (1) year after full collection or settlement of outstanding charges, then disposed of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

### 590.02 Check Register (Original)

Dates: 1984 -  
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 three (3) years after completion of external audit, then dispose of providing no litigation is pending or anticipated.

**590.03 Intent to Vacate (Duplicates)**

Dates: 1984 -  
Volume: 1 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Chronological by residential area and  
Numerical by student's social security  
number

Originals of this form are maintained in the single student files. The forms are used for office notification that a student intends to vacate a housing unit.

**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.

**590.04 Weekly Occupancy Report (Originals)**

Dates: 1977 -  
Volume: 15 Cu. Ft.  
Annual Accumulation: 1½ Cu. Ft.  
Arrangement: Chronological

This report shows the level of occupancy for single student housing for a given week. A ten (10) year retention period for this record series is recommended by the Single Student Contracts Office on the basis of current and past administration research value of the report.

**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.

**590.05 Room Roster (Originals)**

Dates: 1984 -  
Volume: 3 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: Chronological

This is a single student residency roster by location and specific room.

**Recommendation:** Retain three (3) years in office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending nor anticipated.