

STUDENT CENTER ID CARDS

251.01 Student/Staff ID Card Processing and Information Forms

Dates: 1991 –
Volume: 1 Cu. Ft.
Annual Accumulation: 1/3 Cu. Ft.
Arrangement: Alphabetical

This record series consists of forms used to compile necessary processing of information on Students/Staff who require a new ID or duplicate ID as a result of misplacement or other loss.

Recommendation: Retain in office 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.

251.02 Debit Dawg Deposit Receipts (Originals)

Dates: 1999
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical and Chronological

These forms are used by students/staff to deposit funds into their debit accounts. The debit cards are used to pay for various goods and services on campus. The Identification Office keeps the original deposit receipt and a copy is given to the staff/student.

Recommendation: Retain in office for six (6) 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.