

Vice Chancellor for Student Affairs
Formerly Vice President for
Student Affairs
University Housing

160.01 Apartment Inventory Files

Dates: 1992 -
Volume: 150 MB
Annual Accumulation: Negligible
Arrangement: By building/apartment

This record series consists of a yearly inventory of each university apartment.

Recommendation: Retain in office for three (3) years, then dispose of providing audited and no litigation is pending or anticipated.

Disposition Approved as Amended 05/19/10

160.02 Conference Housing Files

Dates: 1989 -
Volume: 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of files that include reservations to use university housing facilities, billing records, and general correspondence from groups or individuals requesting use of the facilities.

Recommendation: Retain in office for three (3) years, then dispose of in a secure manner provided all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 05/19/10

Application 07-12

160.03 Housing Files

Dates: 1987 -
Volume: 176 Cu. Ft.
Annual Accumulation: 16 Cu. Ft.
Arrangement: Alphabetical

This record series consists of the actual signed contract between the University and a student applying for student housing.

Also included in the file will be any delinquent letters, credit and debit vouchers, referrals, charges of contract violations, etc.

Recommendation: Retain in office for three (3) years from the signing date, then dispose of in a secure manner provided all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 05/19/10

160.04 Resident Files

Dates: 1986 -
Volume: 46 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Alphabetical by name of resident

This record series consists of discipline files resulting from residents violating university policies for student conduct.

Included are incident reports and letters of sanctions against the resident.

Recommendation: Retain in office for five (5) years after last known date of occupancy, then dispose of providing all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 05/19/10