

Vice Chancellor for Student Affairs
Morris University Center
Welcome Desk

270.01 Police Receipt Reports

Dates: 2016-
Volume: Negligible / 150 MB
Annual Accumulation: Negligible / 150 MB
Arrangement: Chronological

This record series item consists of copies of receipt reports of lost, high value property such as credit cards, wallets, mobile devices, etc. which may present an identity theft risk. The receipts are collected by the University Police from the Welcome Desk.

The University Police retains reports of lost and found items for seven (7) years per Application 07-11, item 330.11.

Recommendation: Retain in office for two (2) years after date of generation, then destroy in a secure manner or delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 07/18/18

270.02 Lost and Found Log

Dates: 2016-
Volume: Negligible / 150 MB
Annual Accumulation: Negligible / 150 MB
Arrangement: Chronological

This record series item consists of a log of lost items received by the Welcome Desk which do not have an identity theft risk. The log includes item, item number, date claimed, staff member who released lost items, and signature of claimant.

Recommendation: Retain in office for two (2) years after date of generation, then destroy in a secure manner or delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 07/18/18

270.03 Student Identification Log

Dates: 2016-
Volume: Negligible / 150 MB
Annual Accumulation: Negligible / 150 MB
Arrangement: Chronological

This record series item consists of a listing of student identification cards found on campus. Unclaimed student identification cards are picked up by a Service Center representative to be taken to the Service Center. The log lists student identification name, date and place found, claimant signature and date, and Service Center representative's signature and date.

Recommendation: Retain in office for two (2) years after date of generation, then destroy in a secure manner or delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 07/18/18

270.04 Locker Rental Log

Dates: 2015-
Volume: Negligible / 150 MB
Annual Accumulation: Negligible / 150 MB
Arrangement: Chronological

This record series item consists of a list of rented lockers on campus. The log includes name, locker number, locker combination, location, and rental expiration date. Lockers may be rented each semester or annually.

Recommendation: Retain in office for two (2) years after the end of the semester, then destroy in a secure manner or delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 07/18/18

Application 07-12

270.05 Ticket Request Forms

Dates: 2017-
Volume: Negligible / 150 MB
Annual Accumulation: Negligible / 150 MB
Arrangement: Chronological

This record series item consists of copies of forms used to request permission to sell University event tickets at the Welcome Desk. The form includes student organization; applicant name, phone number and email address; fiscal officer name, phone number and email address; account name and budget purpose number; event information including dates, locations, times and ticket prices. The completed form is forwarded to the Morris University Center BusinessOffice.

Recommendation: Retain in office for three (3) years after date of generation, then destroy in a secure manner or from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 07/18/18

270.06 Sales Reports

Dates: 2016-
Volume: Negligible / 150 MB
Annual Accumulation: Negligible / 150 MB
Arrangement: Chronological

This record series item consists of copies of daily sales reports for the Welcome Desk cash register. The reports are sent from the Morris University Center Business Office. The reports include cash, credit, revenues generated and over/short discrepancies.

Recommendation: Retain in office for three (3) years after date of generation, then destroy in a secure manner or delete from system, providing all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 07/18/18