



COLLEGE OF CHARLESTON

RECORD GROUP NUMBER: 245

RESIDENCE LIFE AND HOUSING

13304 CONTRACT RELEASE FILE (NOTES, LETTERS)

Description

Used to document student requests for release from residence and housing contracts. Information includes copies of contracts (release or termination date), correspondence, notes and related information.

Retention

3 years after release or termination of contract, destroy.

13305 FINE SHEETS

Description

Used to record fines charged to occupants of student housing. These fines are assessed for violation of Residence Life and Housing policies. Information includes name of violator, Social Security Number, date of fine, type of fine, amount of fine, and related information.

Retention

3 years, destroy.

13306 DAMAGE DEPOSIT REFUND SHEETS

Description

Defunct series (1966-2001) used to record information concerning refunds of damage deposit fees for student housing residents. Information includes date, name of housing occupant, Social Security Number, amount refunded, notes, and related information.

Retention

3 years, destroy.

Schedule Approved

H902



RECORD GROUP NUMBER: 245

13307 STUDENT HOUSING FILE (CURRENT, WITHDRAWN, INACTIVE)

Description

Used to document the occupancy of student residences. The file consists of records concerning current student residents, students who withdrew, and students who graduated. Information includes residence hall, house or apartment applications; housing contracts; contract expiration or termination date; bills/charges for occupancy; room/residence assignments; room or residence condition reports; bills/charges for damages; documentation of room or residence security; amount of deposit; deposit transfer forms; vouchers; and related information.

Retention

3 years after expiration or termination of contract, destroy.

13308 SUMMER CONFERENCE FILE

Description

Used to document the occupancy of student residences by various groups during the summer. These groups were attending meetings or events on or near campus. Information includes contracts, correspondence, billing statements, receipts, and related information.

Retention

3 years after expiration or termination of contract, destroy.

Schedule Approved

4902



RECORD GROUP NUMBER: 245

13309 BUDGET, FACILITY, ASSIGNMENT REPORTS

Description

Used to track expenditures, maintenance concerns, and occupancy of student residences. Information includes expenditures, residence operations and upkeep, number of occupants in student residences and related information.

Retention

3 years, destroy.

13310 STUDENT EMPLOYMENT FILE

Description

Used to document the employee record of students working in Residence Life and Housing.. Information includes student employment forms, Social Security information, W2 forms and related information.

Retention

3 years after termination of employment, destroy.

13311 TRAVEL REIMBURSEMENT PAPERWORK

Description

Used to document employee travel and reimbursement pay. Information includes copies of travel authorizations, itineraries, hotel reservations, and reimbursement requests.

Retention

3 years, destroy.

Schedule Approved 4-9-02