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.

The approval and implementation of this records retention schedule shall comply with the Department of Archives and History’s Guidelines for Understanding and Implementing Records Retention Schedules.

RS-5-2 (91)
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13307  STUDENT HOUSING FILE (CURRENT, WITHDRAWN, INACTIVE)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 4/902

The approval and implementation of this records retention schedule should comply with the Department of Archives and History's Guidelines for Understanding and Implementing Records Retention Schedules.
<table>
<thead>
<tr>
<th>Record Number</th>
<th>Description</th>
<th>Retention</th>
</tr>
</thead>
<tbody>
<tr>
<td>13309</td>
<td>BUDGET, FACILITY, ASSIGNMENT REPORTS</td>
<td>3 years, destroy.</td>
</tr>
<tr>
<td>13310</td>
<td>STUDENT EMPLOYMENT FILE</td>
<td>3 years after termination of employment, destroy.</td>
</tr>
<tr>
<td>13311</td>
<td>TRAVEL REIMBURSEMENT PAPERWORK</td>
<td>3 years, destroy.</td>
</tr>
</tbody>
</table>