

COLLEGE of CHARLESTON

OFFICIAL POLICY

11.4.3.9

CONTRACT RELEASE FILE (NOTES, LETTERS)

2/16/16

Policy Statement

Policy in regards to the documentation of student residences at the College of Charleston.

Policy Manager and Responsible Department or Office

RESIDENCE LIFE AND HOUSING

Purpose/Reason for the Policy

13307 STUDENT HOUSING FILE (CURRENT, WITHDRAWN, INACTIVE)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.

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.

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.

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.

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.

Departments/Offices Affected by the Policy

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Procedures Related to the Policy

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Related Policies, Documents or Forms

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Issue Date:4/9/2002 Date of Policy Revision:2/11/2016
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Next Review Date:10/16/2020

POLICY APPROVAL

(For use by the Office of the Board of Trustees or the Office of the President)

Policy Number: 11.4.3.9

President or
Chairman, Board of Trustees

John F. McLaughlin, Pres.

Date: 2/16/16