

RESIDENTS LIFE OFFICE

580.01 Graduate Assistant Contracts

Dates: 1982 -
Volume: ¼ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

Record copies of these contracts are maintained by the Office of Student Work & Financial Assistance and/or the Graduate School of the University.

Recommendation: Retain indefinitely as reference material.

580.02 Student Resident Assistant and Regular Personnel Employment Data File (Originals)

Dates: 1982 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record is updated within the recommended retention period.

Recommendation: Retain indefinitely as reference material.

580.03 Student Residents' Weekly Reports (Duplicates)

Dates: 1986 -
Volume: 1 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

This is a weekly activity report filled out by Student Resident Assistants.

Recommendation: Retain in office for one (1) year, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

580.04

Student Health & Accident Reports (Duplicates)

Dates: 1982 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

Originals of these are held in the Office of the Director of Housing and Food Service.

Recommendation: Retain in office for five (5) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

580.05

Campus Housing Activity Fee Vouchers, Collection and Deposit Activity Reports, Treasurer's Books, and Reconciliations (Duplicates)

Dates: 1984 -
Volume: 14½ Cu. Ft.
Annual Accumulation: 3½ Cu. Ft.
Arrangement: Chronological

Recommendation: Retain in office for three (3) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.