

CLEMSON UNIVERSITY

ASSISTANT VICE PRESIDENT FOR BUSINESS SERVICES
DIRECTOR OF COMMUNICATIONS AND TRANSPORTATION
SERVICES
TELECOMMUNICATIONS

CU 08087 **TELECOMMUNICATIONS LOGS**

Description:

Record of telecommunication repairs and services provided to university departments. Information includes date, department name, contact person, services and/or repairs requested, status, description of work performed, technician's signature and any charges.

Retention:

3 years; destroy.

Schedule approved 9/29/94

CU 08088 **REPAIR TICKETS**

Description:

Document repairs to telephones, cable television, computer connections, and other communication repairs. Information includes order number, contact name, location, telephone number, repair description, action taken, and technician's signature.

Retention:

3 years; destroy.

Schedule approved 9/29/94

CU 08089 **SERVICE ORDERS**

Description:

Document service and repair requests for communication equipment such as telephones, cable televisions, and computer installations. Information includes service order number, due date, telephone number, department location, contact person, description of request, equipment needed, unit price and signatures of technician and department head.

Retention:

3 years; destroy.

Schedule approved 9/29/94

CU 08090 **STUDENT LONG DISTANCE SERVICE CONTRACT**

Description:

Document contracts between the university and its students for long distance telephone service. Information includes contract terms and conditions, student's signature, university address and telephone number, home mailing address and telephone number, and assigned telephone access code.

Retention:

6 years after expiration or termination of contract; destroy.

Schedule approved 9/29/94