

CLEMSON UNIVERSITY

VICE PRESIDENT FOR STUDENT AFFAIRS
DIRECTOR OF HOUSING

CU-VPSA- **UNIVERSITY HOUSING CONTRACTS**
H-3

Description:

Document agreements between the university and individuals utilizing university owned housing. Information includes terms and conditions, university housing policies, student's name, date, signature, and social security number.

Retention:

3 years after cancellation of contract and payment of all fees; destroy.

Schedule approved 8/25/86

CU-VPSA- **HOUSING RECORDS**
H-4

Description:

Document information used in placing individuals in university housing. Information includes application for university housing/waiting list cards, student room property certificate, room change processing card, letters of cancellation, room preference cards, continuing student reservation cards, married student housing applications, current and former tenants of family housing, and prospective graduate students desiring housing.

Retention:

3 years; destroy.

Schedule approved 8/25/86

CU-VPSA- **SUMMER GROUPS USING CLEMSON UNIVERSITY**
H-5 **FACILITIES**

Description:

Document information concerning non-university groups who use the housing facilities at Clemson University during the summer months. Information includes memoranda, correspondence, lists of participants, name of group, invoices for use of housing facilities, and room condition reports. These groups are not affiliated with the university.

Retention:

Break file at the end of each academic year. Remove and transfer all material five years old or older and no longer needed for reference to the University's Archives for screening for disposal or permanent retention.
University Archives: Selection of needed documentation; permanent.

Schedule approved 8/25/86

CU 3859 **WORK ORDER FORMS**

Description:

Document maintenance work completed in the University's student residences. Information includes maintenance request number, date, work performed, and other related information.

Retention:

4 years; destroy.

Schedule approved 7/7/92

CU 03860 **HOUSING MAINTENANCE REQUEST FORMS
(REVISED)**

Description:

Document student requests of maintenance services for university residences. Information includes date, name of building, room number, description of work or service requested, and other related information.

Retention:

1 year; destroy.

Schedule approved 9/27/96

CU 03861 **LOCK CHANGE FORMS**

Description:

Document changing of door locks in the university's student residences. Information includes date, name of building, room number, and other related information.

Retention:

1 year; destroy.

Schedule approved 9/27/96

CU 03862 **PROJECT PROPOSALS**

Description:

Document projects initiated by students for university housing. Information includes building and location of project, starting

and completion dates, description of project, and other related information.

Retention:

1 year; destroy.

Schedule approved 7/7/92

CU 03863 **LOFT REPORTS**

Description:

Document the construction and inspection of bed lofts in dormitory rooms. Information includes Loft Construction Applications and Loft Inspection Reports; and the university's approval and inspection of the bed loft construction.

Retention:

1 year; destroy.

Schedule approved 7/7/92

CU 03864 **INCIDENT REPORTS**

Description:

Document details of incidents occurring in the university's residential areas. Information includes type of incident, description of damage, individuals involved, and other related information.

Retention:

1 year after incident is resolved; destroy.

Schedule approved 7/7/92