

Student Affairs Residence Life

Records Liaison: Ali Hicks

ResLife1 Abroad Forms

Includes but is not limited to contact information for students abroad to allow for housing when they return, lottery information and housing records.

Retain until no longer of administrative need.

ResLife2 Disability Accommodation Requests

Includes but is not limited to all documentation relating to special housing requests.

Retain until student graduates.

ResLife3 Emergency Cards

Card completed by student each academic year with emergency contact information.

Retain until end of applicable academic year.

ResLife4 Health and Safety Inspection Forms

Form completed documenting completion of health and safety inspections performed.

Cut off at the end of the academic year and retain one year.

ResLife5 Housing Preference Forms

Forms completed by students indicating housing preferences.

Retain four years.

ResLife6 Key Receipts

Receipt documenting what students have received keys.

Cut off at the end of the academic year and retain one year.

ResLife7 Merit Discrepancy Forms and Receipts

Forms submitted by students to document a merit point discrepancy.

Cut off at the end of the academic year and retain four years.

ResLife8 Merit Point Program Attendance Slips

Includes all slips filled out by students who attended a merit point program.

Retain until end of applicable housing lottery process.

ResLife9 Quality of Life

Collation of data collected after conducting survey and a summary report of the data collected.

Survey Results-Retain active plus one year.

Summary Reports- transfer to Archives for review and final disposition.

ResLife10 RA Duty Change Request Form

Forms completed by Resident Assistants documenting change of duty requests.

Retain until no longer of administrative need.

ResLife11 RA Duty Log Entries

File includes but is not limited to logs generated by RA's regarding their duties.

Retain until end of applicable academic year.

ResLife12 Residency Withdrawal Forms

Forms completed by students withdrawing from residency at the College.

Cut off at the end of the academic year and retain five years.

ResLife13 Room change request forms

Form completed by student when requesting a room change.

Retain active plus one year.

ResLife14 Room condition forms

File includes all information pertaining to condition of students rooms.

Retain until start of next academic year.

ResLife15 Special Interest Housing Applications

Applications completed by students for a special housing designation, usually a community service type project or healthy living arrangement.

Retain current plus one year.

ResLife16 Summer Housing Applications

Includes student applications for summer housing on Campus.

Retain current plus one year.

ResLife17 Damage Billing Records

Includes Resident Director's notes (math, comparing spreadsheets) to calculate damage billing.

Retain until administrative need ends.