

**CLEMSON UNIVERSITY**

**VICE PRESIDENT FOR STUDENT AFFAIRS  
DIRECTOR OF HOUSING AND DINING SERVICES**

**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**

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 revised 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 revised 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 onstruction 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*

**CU 16033 FRESHMEN MOVE IN VOLUNTEER RELEASE FORM**

Description: Created to document volunteers who are assisting students moving their belongings into residential halls at the university. Information includes volunteer name, email, if applicable, signature and date; sign in and sign out time; residential hall or area assigned; waiver and release of liability statement; and any related information.

Retention: 3 years; destroy.

*Schedule approved 5/24/12*

**CU 16034 ORIENTATION- MINORS/NON-MINORS RELEASE OF LIABILITY FORM**

Description: Created to document the release of liability and waiver of participants in a summer program at the university. Information includes participant's name and signature; parent or legal guardian name and signature if participant is a minor; date; release of liability statement; conditions of agreement; and any related information.

Retention: 3 years; destroy.

*Schedule approved 5/24/12*

**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- H-5 SUMMER GROUPS USING CLEMSON UNIVERSITY 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*