

CLEMSON UNIVERSITY

VICE PRESIDENT FOR BUSINESS AND FINANCE
ASSISTANT VICE PRESIDENT FOR BUSINESS SERVICES
PRINTING SERVICES

CU 00297 **DAILY LOGS**

Description:

Document copy services provided to departments of Clemson University. Information includes date service requested and completed, description of services, department, and related information.

Retention:

3 years or until no longer needed for reference; destroy.

Schedule approved 7/25/91

CU 00298 **INTERNAL JOB ESTIMATES**

Description:

Written estimates for printing jobs requested by university departments. Information includes quantity, size, binding, and related information.

Retention:

Jobs not printed: 6 months; destroy.

Jobs printed: 3 years; destroy.

Schedule approved 7/25/91

CU 00299 **PROOF SHEETS**

Description:

Document approval of work product as is or with changes. Information includes title of job, date of proof, department name, and related information.

Retention:

3 years; destroy.

Schedule approved 7/25/91

CU 00612 **COPIER SERVICE LOGS**

Description:

Documents reports of broken copy machines throughout Clemson University. Information includes date, location of broken machine, problem, and related information.

Retention:

2 years or until no longer needed for reference; destroy.

Schedule approved 7/25/91

CU 00613 **REPORT FOR THE PERIOD**

Description:

Document total number of copies or impressions made quarterly by Printing Services. Information includes manufacturer and model number of copy machine, impressions per minute, total impressions for quarter, and total number of impressions for agency.

Retention:

2 years or until no longer needed for reference; destroy.

Schedule approved 7/25/91