

## AUXILIARY SERVICES ARCHIVE DATES

DESCRIPTION	KEEP ON SITE	TOTAL YEARS	COMMENTS
<b>ACCOUNTING</b>			
<b>ACCOUNTS PAYABLE:</b>			
BBAs, Transfers, Travel, Op summary, Centralized AR, and all Accounting Misc Files	3	7	
<b>ACCOUNTS RECEIVABLE</b>			
Cashier's Catering/Housing/FS receipts, Hhog tapes/ journals/ reports, Cash receipts	3	7	
<b>PAYROLL OFFICE</b>			
Misc.			Per Payroll tech
Referral Cards	Per tech	5	
Time Cards		7	
Temp Hourly Kronos activity reports		5	
Payroll Punch Detail Binders		7	
Personnel files (Auxiliary Services keeps personnel files for all staff. Personnel Files from others are in addition to these files.	7	10	10 years after termination
<b>INVENTORY</b>			
Hedges Central Storeroom	1	7	
<b>RESIDENCE LIFE</b>			
Application Packet containing: Applications (Res Hall) Break Housing Change forms; Internal Change forms, Room Changes Change requests University Withdrawals Walk on	2	7	
P.I. (Personal Information) Cards	2	7	
Cancellations	2	7	
Change forms/Internal Change forms, Room Changes	2	7	
Change requests	2	7	
<b>Conferences:</b>			
Historical – Horseshoeing,	2	7	
Conference Groups/Manuals	2	<b>Do Not Destroy</b>	

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Conference Cash receipts	3	<b>Do Not Destroy</b>	
<b>Contracts:</b> Contracts, Contract Renewals & not returning contract renewals, releases and verifications, D/S			
	2	7	
<b>Contract Releases</b>	2	7	
Correspondence, General	2	5	
Desk Clerk Files (Closed files; no returns, departing, host program) also see Personnel	2	7	
Discipline Reports/Information	1	5	
Exemptions, Exceptions, Greek Exemptions	2	7	
Fire Arms (Weapons)	2	<b>Not in Aux Srv archives</b>	After 2 yrs give to Res Life Director
Historical Binders	2	7	
Historicals, Rappin	Do Not Destroy	<b>Not in Aux Srv archives</b>	Keep forever in Asst Resident Director's Office
Incident Reports & Interhall Discipline (should be in archive boxes with Supervision Notebooks)	2	5	
Judicial Files	Keep 2 years after occupancy in hall	<b>Not in Aux Srv archives</b>	
<b>Manuals (Historicals):</b> (RD/ARD/RA/PA/DC etc. Manuals, Resident Handbook, conference Manual, Vandalism Manual, J Board, student/summer desk clerk training Manuals)	2	<b>Do Not Destroy</b>	
<b>Meal Changes</b>	2	7	
<b>No Show</b>	2	7	
<b>Pencil Rosters</b>	7	<b>Not in Aux Srv archives</b>	<b>Dispose of after 7 years</b>
<b>PI Cards</b>	2	5	<b>Added category 5-2008</b>
<b>AAs, RDs, RD Personnel</b>	2	7	

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<b>RA Files:</b> Personnel/RA Pool & No Hire/Selection files , RA Candidates withdrawn from Process, RA Supervision <i>(Minutes of meetings and copies from personnel files of resume, applications and evaluations.)</i>	1	3 <b>Not in Aux Srv archives</b>	
<b>Receipt books for halls</b>	2	7	
<b>RHA Deposit slips</b>	1	7	
RHA records	2	<b>2</b> <b>Not in Aux Srv archives</b>	
<b>RHA SBAS</b>	2	7	
<b>Room Condition Cards</b>	2	7	
<b>Rosters also security rosters</b>	4	4	
<b>Search Documents</b>	1	At least 3 required by MSU	Ask Res Life Director per search for total years to keep
<b>Solicitation permission slips</b>	2	7	
<b>Statistics-Occupancy Reports</b>	10	<b>Do Not Destroy</b>	
Student exit surveys	1	<b>Not in Aux Srv archives</b>	
<b>AA Supervision</b>	2	7	
<b>RD Supervision</b> Binders/Notebooks	2	5	
<b>Verification</b>	1	7	
Warm Body Count Summary	2		
Zapped	2	<b>Not in Archives</b>	
Guest Housing Receipts	2	7	
Glenn Lewis: projects, misc. historical Tom Stump: projects, misc. historical		Per Director	Per Director unless records contain information that has other archival requirements

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<b>UNIVERSITY FOOD SERVICE</b>			
Cookbooks	Per UFS Director	<b>Keep at least 6 copies</b>	Keep for historical information.
RFP for Food and related information	As requested	<b>8 years after completion of PO</b>	State Guidelines for contracts is 8 years from the completion of contract.
<b>CAT CARD OFFICE</b>			
Completed agreement forms	1	4	
Charge invoices from cashier's office Facility/Staff Bills Withdrawals	Per CatCard	5	
FGHO records	Per FGHO	7	
Work orders		4	
Office files, appt books, key log books, director files, Aide's files, general correspondence, supervisor notebooks, incidence reports, R & R binders,		5	
Resident Files (Same as Tenant Files)		7	
ResNet Work Orders & Service Request Forms		7	
ResNet Receipts for Halls and misc. Receivables		7	
ResNet Receipts for FS & Habit		7	