

UNIVERSITY OF WISCONSIN: GENERAL RECORDS SCHEDULES FOR Residential
Programs & Services - 2010

UNIVERSITY OF WISCONSIN SYSTEM
RESIDENTIAL PROGRAMS & SERVICES
GENERAL RECORDS SCHEDULE
(GRS)

SEPTEMBER 2010



APPROVAL SUBJECT TO 10-YEAR
SUNSET. RESUBMITTAL REQUIRED
PRIOR TO November 2020

Harold M. Kim
Acting state archivist
11/15/2010

[Signature] 11/18/2010
Executive Secretary - PRB

UNIVERSITY OF WISCONSIN: GENERAL RECORDS SCHEDULES FOR Residential Programs & Services - 2010

I. INTRODUCTION AND PURPOSE

This is the General Records Schedule for University **Residential Programs & Services** records for multiple campuses in the Wisconsin System which include: Eau Claire, Green Bay, La Crosse, Madison, Milwaukee, Oshkosh, Parkside, Platteville, River Falls, Stevens Point, Stout, Superior and Whitewater and UW Colleges.

II. SCOPE: The record schedules described within this document include the following functional areas for which records are kept:

- **Housing Policy & Administration**
- **Residence Hall Student Records**
- **University Apartments Community**
- **Housing Marketing & Communications**
- **Conference & Guest Services**
- **Dining Service & Catering**

III. GUIDELINES APPLICABLE TO THIS GRS:

A. Preservation of Historic Records.

Historic records are those that must be retained indefinitely because of their historical character. Historic records stored only in electronic form must comply with the legal requirements set forth in: Regent Policy Document 3-2: University of Wisconsin System Public Records Management; and Chapter Adm 12: Electronic Records Management-Standards and Requirements. It is expected that Resident Programs and Services records will occasionally be classified as historic records.

B. Records Series

The records series included within this document were developed using the "records series" approach defined in Wis. Stat. § 16.61(2)(c). Access to some records series in this general records schedule maybe limited by law.

C. Destruction Authorization.

The records schedules included within this document establish minimum retention periods for each type of record. The disposition of each record is assumed to be destruction after its minimum retention period. However, expired records may be retained for as long as they are needed as a resource for performing future projects on behalf of the University of Wisconsin.

D. Records to be retained.

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In accordance with Wisconsin law, records to be retained are those defined as in the Wisconsin Statutes as "public records," that are made or received by any university employee in connection with the transaction of university business. *See Wis. Stat. § 16.61(2)(b)*. Public records do not include the following:

1. Duplicates maintained by a university employee only for convenience or reference and for no other substantive purpose.
2. Unsolicited notices or invitations which are not related to any official action taken, proposed, or considered by the University of Wisconsin System.
3. Drafts, notes, preliminary computations and like materials intended for personal use by an individual university employee or prepared by a university employee in the name of the person for whom the employee is working.
4. Routing slips and envelopes.
5. Materials that are purely the personal property of a university employee and have no relation to his or her office.

Records that are not "public records" under the definition may be destroyed at the discretion of university administrators.

IV. CONDITIONS AFFECTING FINAL DISPOSITION

All recommended dispositions provided within this schedule may be carried out by University of Wisconsin administrators except that records may not be destroyed where required to be retained by law or policy including, but not limited to, a pending public records request, lawsuit, or audit.

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**UNIVERSITY OF WISCONSIN SYSTEM
RESIDENTIAL PROGRAMS & SERVICES
GENERAL RECORDS SCHEDULE**

RESIDENTIAL PROGRAMS & SERVICES

These programs relate to the housing and dining/meal needs of students, families, and guests in residence halls and apartments during the academic year and summer conference season; all are functionally related and organized in the general records schedule in six parts. Each campus in UW System may order, retrieve and store records in a variety of methods and media however these records series take effect over all other previous written schedules for these functional areas.

Records covered by this schedule which deal with student information may have restricted or closed access per the terms of the 1974 Family Education Rights and Privacy Act (FERPA). Please contact your campus records officer or legal office for more details.

Part I Housing Policy and Administration

UWRES001 HOUSING POLICY AND ADMINISTRATION RECORDS

This series consists of, but is not limited to, records pertaining to policy and procedure development and implementation, special events records, surveys including the EBI and NSLLP Surveys, questionnaires, planning calendars, staff procedural manuals, organizational charts, residence halls professional association documentation, and various administrative records generated to review and evaluate information from housing departments/areas. These files may be in a paper format or created and stored electronically.

Retention Time Period

Original:	CR + 5 Years (Creation)
Copies:	Do not retain duplicates longer than original
Disposition:	Transfer to Archives

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UWRES002 HOUSING GENERATED REPORTS

This series comprises all housing generated reporting which includes but is not limited to: residence hall, apartment, and dining annual/end of year reports, apartment and residence hall occupancy reports, capacity reports, after action reports and communication plans for emergency events, conference summaries and closing reports, and UW System reports.

Retention Time Period

Original:	CR + 5 Years (Creation)
Copies:	Do not retain duplicates longer than original
Disposition:	Destroy – Confidential

UWRES003 RESIDENCE HALL STAFF RECORDS

These files include subject files of all staff in residential programs and services including correspondence, orientation, student and professional staff training and development, memos of understanding with other campus offices, hall community surveys, and liability waivers for residence hall events.

Retention Time Period

Original:	CR + 5 years (Creation)
Copies:	Do not retain duplicates longer than original
Disposition:	Destroy - Confidential

UWRES004 Emergency Management Records

This series consists of records generated through the state required continuation of operations emergency planning process (Wisconsin State Statutes, Chapter 166). Documents in this series include, but are not limited to emergency protocol, communication plans, staff manuals, and training guides and exercises.

Retention Time Period

Original:	Retain until superseded
Copies:	Do not retain duplicates longer than original
Disposition:	Destroy – Confidential

Part II Residence Hall Student Records

These record series chronicle all transactions and interventions with students during their time in the residence halls by university residence hall staff. These files may be in a paper format or created and stored electronically.

UWRES005 STUDENT HOUSING CONTRACTS

The purpose of the housing contract is to provide documentation for housing obligation and relationship between the student and the University. The housing contracts pertain to all residence halls or dormitories. These housing contracts do not pertain to conference center rentals. Documents in this series may include but are not limited to housing applications, room change information, hall preference records, ADA accommodations, food plans/accounts and contracts, rent references, residence hall selection cards, housing status action forms, room condition inventories, rosters and logs, contracts, cancellation notices, contract release forms, contract offer, interest assessment materials, letters and printed emails.

Retention Time Period

Original:	EVT + 6 Years (Event = to end of contract)
Disposition:	Destroy - Confidential

UWRES006 STUDENT CONDUCT RECORDS

The conduct unit of residence life keeps documentation about students who require attention due to infractions which occur in residence halls and on campus. The file frequently starts with a notification to the conduct officer and the student which can be in the form of email or other messaging in database. The files are maintained by the department in paper and electronic media. The records generally consist of, but are not limited to: an incident report and/or police report, a meeting notification letter (sent to the student), meeting notes, a decision letter, miscellaneous charges for damages (such as on a housing status action form), and miscellaneous documents including documentation about an incident and/or resolution of the matter (such as a student reflection paper or letter). Information in these paper documents, electronic images and related databases include student name, student identification number, address, telephone and other types of personal information. Information in these records can and does intersect with disciplinary files of the Dean of Students. Paper original source documents that are scanned can be confidentially destroyed after verification and quality control phase of the scanned images is complete.

Retention Time Period

Original:	EVT + 6 Years (Event = to end of contract)
Disposition:	Destroy - Confidential

Part III University Apartments Community

This section includes apartments and living quarters other than residence halls that are under the jurisdiction of University Housing for Graduate Students and their families, Academic Staff and Faculty.

UWRES007 APARTMENT & LEASE RECORDS

Records in this series pertain to lease arrangements for residents. These records include, but are not limited to: Apartment applications, apartment waitlists, apartment assignment records, community and social work related documentation, check in and checkout records on apartment condition and reference letters.

Retention Time Period

Original:	EVT + 6 Years (Event = to end of lease)
Disposition:	Destroy - Confidential

Part IV Housing Marketing and Communications

UWRES008 SAMPLE MATERIALS, PUBLICATIONS & PROMOTIONS

Materials distributed to current and prospective students, parents and families, guests, housing staff, and other campus offices to provide information about the on-campus housing program. These records include, but are not limited to, publications and promotional information about: residence halls and apartments programs and services, specialty housing programs, billing, rates, and collections, emergency management and safety, dining and meal services, conference programs, and employee recruitment. Materials are updated as needed to reflect changes.

Retention Time Period

Original:	Retain until superseded
Copies:	Do not retain duplicates longer than original
Disposition:	Transfer one copy to the Archives

Part V Conference and Guest Services

Conference and guest services includes records generated from conference centers summer orientation programs, and hosted conferences/programs.

UWRES009 CONFERENCE CENTER AND ATTENDEE RESERVATIONS RECORDS

Conference and guest services tracks reservations from occupancy to payment. These records include summer camps/programs, Elderhostel and accommodations related to bad weather. The detail of these records includes guest rosters (names, addresses, email, etc.), dates of arrival and departure, types of rooms reserved, linen packages, security, dining service, housekeeping, accommodation and dietary needs, contracts with sponsoring departments, incident and police reports, camp inspections, event registration forms, charges for damages, guest ID number, waiting lists and other information. Frequently the reservation file provides information about extra rooms which are made up and ready, accommodates walk-ins and helps plan work for staff.

Retention Time Period

Original:	EVT + 6 Years (Event = to end of contract)
Copies:	Do not retain duplicates longer than original
Disposition:	Destroy - Confidential

Part VI Dining and Catering Services

This series consists of records kept and maintained relating to dining services provided to students in residence halls and other guests as well as catering for conferences/events.

UWRES010 MENU & RECIPE RECORDS

Records in this series include, but are not limited to production records, time and temperature logs pertaining to food production, recipes, and special diet requirements.

Retention Time Period

Original:	FY + 1 year (Fiscal Year)
Copies:	Do not retain duplicates longer than original
Disposition:	Destroy

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UWRES011 FOOD COST & USAGE RECORDS

These records include, but are not limited to food cost and food usage reports based on inventories and purchases, meal counts, and average meal costs.

Retention Time Period

Original: FY + 3 years (Fiscal Year)
Copies: Do not retain duplicates longer than original
Disposition: Destroy

UWRES012 CATERING RECORDS

This series includes records for catering to University departments and affiliates, and conference guests. These records include, but are not limited to copies of billing invoices, payment reports, yearend summary, accounts receivables, menus and production records for events, time/ temperature logs for menu items for events.

Retention Time Period

Original: FY + 4 years (Fiscal Year)
Copies: Do not retain duplicates longer than original
Disposition: Destroy

UWRES013 SAFETY INSPECTIONS

This record series includes records created through sanitation, local health department and other privately contracted inspections with auditors checking on health, sanitation, and physical safety in food preparation, storage, and serving areas.

Retention Time Period

Original: FY + 2 years (Fiscal Year)
Copies: Do not retain duplicate longer than original.
Disposition: Destroy