

**University of Wisconsin System Housing and Dining Records Schedules**

Record Series #	Record Series Title	Record Series Description	Retention Event	Retention Period	Disposition	PII	Confidential	Sunset Date	Superseded
W0000265	Student Housing Contracts	<p>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.</p> <p>These records include, but are not limited to, housing applications, room change information, hall preference records, Americans with Disability Act (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.</p> <p>Some records in this series may be confidential under 20 U.S.C. § 1232g and 34 C.F.R § 99 (FERPA).</p>	Date contract ends	EVT + 6 years	Destroy Confidential	Yes	No	August 2032	UWRES005 - Student Housing Contracts
W0000266	Apartment and Lease Records	<p>Records in this series pertain to lease arrangements for residents.</p> <p>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.</p> <p>Some records in this series may be confidential under 20 U.S.C. § 1232g and 34 C.F.R § 99 (FERPA).</p>	Date lease ends	EVT + 6 years	Destroy Confidential	Yes	No	August 2032	UWRES007 - Apartment and Lease Records
W0000267	Menu and Recipe Records	<p>Records in this series include, but are not limited to, menus of meals offered and recipes used in the preparation of meals. The series also documents such information as serving sizes, serving times, nutritional analysis and ingredient lists.</p>	Fiscal Year	EVT + 1 year	Transfer to UW Archives	No	No	August 2032	UWRES010 - Menu and Recipe Records
W0000268	Food Cost and Usage Records	<p>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.</p>	Fiscal Year	EVT + 3 years	Destroy	No	No	August 2032	UWRES011 - Food Cost and Usage Records
W0000269	Safety Inspection Records	<p>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.</p>	Fiscal Year	EVT + 2 years	Destroy	No	No	August 2032	UWRES013 - Safety Inspection Records
W0000270	Student Housing Front Desk Logs	<p>Logs created and maintained by individual residence halls.</p> <p>Records include, but are not limited to, residential mail operations: package/mail logs, non-deliverable log, tampered mail logs, package delivery receipts, and missing package logs.</p> <p>Service Desk: lost and found log and supply check out logs.</p> <p>Note: Building access records are covered by other record series.</p> <p>Some records in this series may be confidential under 20 U.S.C. § 1232g and 34 C.F.R § 99 (FERPA).</p>	Fiscal Year	EVT + 1 year	Destroy Confidential	Yes	No	August 2032	New
W0000271	Dietary Accommodation Records	<p>This record series consists of a form and correspondence regarding requests for assistance with meal plan accommodations. Following a recommendation, the dining contract is updated.</p> <p>Some records in this series may be confidential under 20 U.S.C. § 1232g and 34 C.F.R § 99 (FERPA), and 45 C.F.R. § 160 and 164 (HIPAA).</p>	Academic Year	EVT + 3 years	Destroy Confidential	Yes	Yes	August 2032	New
W0000272	Food Production Records	<p>Records in this series include, but are not limited to, production records, time and temperature logs pertaining to food production, and special diet requirements.</p>	Fiscal Year	EVT + 1 year	Destroy	No	No	August 2032	New