

Records Management Best Practices: Residence Life

The following best practices were developed in consultation with the Office of Residence Life.

The Office of Residence Life is the official record custodian for the list of records below related to Fredonia residence life records. Any convenience copies of these records located in other University offices should be properly secured while held and properly destroyed when they no longer serve a legal, operational, or historic value.

Records subject to these standards include the following:

- Room and board contracts and room assignment
- Withdrawal forms
- Check in/out forms
- Contract release information etc.
- Records pertaining to damage to rooms
- Records pertaining to the residence halls
- Equipment and furnishings damage billing forms

Note: The Office of Residence Life retains their records for the statutorily mandated period of time. A department may request a copy of a supporting document, provided it is a public record, by calling the Office of Residence Life at (716) 673-3341.

