

STATE OF ARIZONA

RECORDS RETENTION AND DISPOSITION SCHEDULE

Department of Library, Archives and Public Records
RECORDS MANAGEMENT DIVISION
 1919 West Jefferson Street
 Phoenix, Arizona 85009
 Phone: (602) 542-3741 - FAX (602) 542-3890

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State Agency Password: Political Subdivision:	Agency Name Northern Arizona University	
Org. Unit /Division: Residence Life	Office Residence Life	Phone: 523-7615
Address: Box 6100	City: Flagstaff	State Zip AZ 86011
Submitted By (Name): Valerie Downtin/Karen Underhill	Title: Head S.C.A.	Signature

No.	RECORDS SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1.	Student Residence Files (inactive)		2	-	2	After date of Last Activity.
2.	Student Residence Files (delinquent)		-	-	-	After account is paid in full.
3.	Student Verification Report		5	-	.5	After semester end.
4.	Incident Reports		5	-	5	After incident.
5.	Occupancy Reports					After Informational Value Served, (transfer summaries to NAU Archives)
						Supersedes Schedule dated:

Approved by: Director, Department of Library, Archives and Public Records	Approval Date: <div style="text-align: center; font-weight: bold; font-size: 1.2em;">JUN 28 1996</div>
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