Records Storage and Retention Policy

All hard copy files will be stored in locked filing cabinets located within Residential Services’ offices.

Digital records will be stored and maintained in keeping with the University’s Computer Security Policy, which can be viewed at http://www.net.isc.upenn.edu/policy/approved/20100308-computersecurity.html, as well as all other applicable policies.

Records will be purged as soon as is practicable after the conclusion of the retention periods described in the schedule below.

Request for Early Termination forms beginning Fall 2014 Forms should be scanned and stored in the student’s Correspondence section in StarRez; the form can be securely shredded immediately after being stored electronically

Request for Medical Accommodation forms Store securely within Housing Assignments Office. At conclusion of each semester, all forms should be securely shredded. A copy of the form is retained by the Office of Student Disability Services according to their policies

Other Occupant Registration forms Forms should be scanned and stored in the student’s Correspondence section in StarRez; the form can be securely shredded immediately after being stored electronically

Housing Records (Including addresses and length of stay) Four years. Data will be securely deleted if technically feasible. All data created before July 2011 is no longer available.

Equipment Log At conclusion of each semester, securely destroy

Key Log Five-years post the academic year in which it was created, securely destroy

Guest Access Log Five-years post the academic year in which it was created, securely destroy

Shift Log At conclusion of each academic year, securely destroy