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| **APPENDIX 1**  **Housing Disposition Schedule** | | | | | | | | |
| Coding for “Record Security” (indicates degree of record security):  **High** - Protection of data is required by law or College Policy, practice and regulations;  **Medium** - Protection of data is not otherwise protected by statute or regulation, but Fleming has a contractual obligation to protect the data;  **Low** – Data has no requirement for confidentiality. | | | | | Coding for “Years” (indicates retention length):  A = Length of time retained in active records  D = Length of time retained in dormant area  FY = Fiscal Year (April 1 to March 31)  AY = Academic Year (September 1 to August 31)  CY = Calendar Year (January 1 to December 1) | | | |
| **Item** | **Record Security**  *(see above)* | **Record Type or Category** | **Format** | **Office of Primary Interest** | **Location** | **Active and Dormant (offline) retention** | **Total Retention** | **Final Disposition** |
| 1. |  | Residence Application / Financial Records | Paper | Housing | Filing Cabinet Room, Pacific House, 1st Floor | D=7 Years from point of exiting Residence. |  | Shred |
| 2. |  | Residence Application / Financial Records | Electronic | Housing | StarRez | D=7 Years from point of exiting Residence. |  | Delete |
| 3. |  | Off- Campus Housing Records | Electronic | Housing | StarRez | D=7 years for all non-violent records. All other records are permanent |  | Delete |
| 4. |  | Residence Student Discipline Records | Electronic | Housing | StarRez | D=7 years for all non-violent records. All other records are permanent |  | Delete |