CLEMSON UNIVERSITY

DIRECTOR OF FISCAL AFFAIRS
DIRECTOR OF CAMPUS SERVICES

CU 00297  **DAILY LOGS**

Description: Document copy services provided to departments of Clemson University. Information includes date service requested and completed, description of services, department, and related information.

Retention: 3 years or until no longer needed for reference; destroy.

Schedule approved 7/25/91.

CU 00298  **INTERNAL JOB ESTIMATES**

Description: Written estimates for printing jobs requested by university departments. Information includes quantity, size, binding, and related information.

Retention: Jobs not printed: 6 months; destroy.
Jobs printed: 3 years; destroy.

Schedule approved 7/25/91.

CU 00299  **PROOF SHEETS**

Description: Document approval of work product as is or with changes. Information includes title of job, date of proof, department name, and related information.

Retention: 3 years; destroy.

Schedule approved 7/25/91.
CU 00612  **COPIER SERVICE LOGS**

Description: Documents reports of broken copy machines throughout Clemson University. Information includes date, location of broken machine, problem, and related information.

Retention: 2 years or until no longer needed for reference; destroy.

Schedule approved 7/25/91.

CU 00613  **REPORT FOR THE PERIOD**

Description: Document total number of copies or impressions made quarterly by Printing Services. Information includes manufacturer and model number of copy machine, impressions per minute, total impressions for quarter, and total number of impressions for agency.

Retention: 2 years or until no longer needed for reference; destroy.

Schedule approved 7/25/91.

CU 08071  **DAILY POSTAGE REVENUE LOGS**

Description: Record the amount of money received daily from customers for postal fees. Information includes an itemized account for charges concerning postage, and related mail services.

Retention: 3 years; destroy.

Schedule approved 9/29/94.

CU 08072  **MAIL MANAGEMENT REPORTS**

Description: Document monthly receipts/expenditures for the university’s mail services. Information includes charges to university departments, bulk mailing by departments, registered receipts, United Parcel Service receipts, Pitney Bowes meter readings, and daily revenue received.

Retention: 3 years; destroy.

Schedule approved 9/29/94.
CU 08073  MAILING PERMITS

Description: Document United States Postal Services mailing permits and assignments. Information includes applications for permit number, and applications to mail at special bulk third class rates.

Retention: 3 years after termination or expiration of permit; destroy.

Schedule approved 9/29/94.

CU 08074  POST OFFICE BOX RENTALS

Description: Document the assignment of post office boxes to customers. Information includes name and address of customer, assigned post office box number, and rental fee.

Retention: 4 years; destroy.

Schedule approved 9/29/94.

CU 08075  POST OFFICE BOX RENTAL APPLICATIONS

Description: Document customer requests to rent post office boxes. Information includes name of customer, address, identification of applicant and terms of rental agreement.

Retention: 2 years after expiration of agreement; destroy.

Schedule approved 9/29/94.

CU 08076  POSTAGE METER SETTINGS

Description: Used to record and reconcile postage meter settings. Information includes postage meter settings, reconciliation, date, amount of setting, reading, meter number, United States Postmaster’s signature and location.

Retention: 3 years; destroy.

Schedule approved 9/29/94.
CU 08077  REGISTERED MAIL LOGS

Description:  Record registered mail received from and delivered to campus personnel. Information includes date, office or zip origin, registered number jacket, lock or seal numbers, name of dispatching clerk or receiving clerk, total number of articles, description, and authorized signature.

Retention:  3 years; destroy.

Schedule approved 9/29/94.

CU 08078  UNITED STATES POSTAL REQUESTS

Description:  Document postal materials ordered from local post office. Information includes purchases for stamp orders, plain envelopes, post cards, and other postal materials and supplies.

Retention:  4 years; destroy.

Schedule approved 9/29/94.

CU 08079  UNITED PARCEL SERVICE LOGS

Description:  Document United Parcel Service deliveries and receipts. Information includes name, authorized signature, description of parcel, parcel number, time and date delivered.

Retention:  3 years; destroy.

Schedule approved 9/29/94.
Used to document the activity and passengers of university aircraft. Records consist of trip sheets, or logs, with the following flight information: purpose of trip; names of crew; date; starting and ending times; departure and arrival points; and layover/waiting time. In addition, this record contains the following billing information: passenger’s name and signature; trip type; department name; account number; flight and billing costs; and related information.
