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Residence Life Records

Description	Examples	Notes	Due at Archives
College Publications	Guide to Residence Life	Select Residence Life Policies available in The COMPASS (Student Handbook).	Archives will print from website
Housing Contracts	Sample housing contracts between Allegheny and students	Send when there are significant changes or additions. Please make sure date of change or addition is clearly indicated, including year.	At publication
College Publications	Training Manual for Residence Life Student Staff; includes programming information		After 1 year
Reports	Annual Report	Not currently produced, see Dean of Students for Schedule	Collected and sent by Dean of Students Office

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