<table>
<thead>
<tr>
<th>Department</th>
<th>Category</th>
<th>Description</th>
<th>Retention</th>
<th>Disposition</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Services</td>
<td>Student Disciplinary Files</td>
<td>Files maintained by student affairs on students who have been accused of disciplinary violations</td>
<td>Active + 6</td>
<td>Destroy</td>
<td>LEG4000</td>
</tr>
<tr>
<td>Student Services</td>
<td>Student Disciplinary Files: Requests for Formal Hearings</td>
<td></td>
<td>Active + 3</td>
<td>Destroy</td>
<td>EDU1030</td>
</tr>
<tr>
<td>Student Services</td>
<td>Student Disciplinary Files: Student Statements Regarding Hearing Panel Decisions</td>
<td>Student statements on content of records regarding hearing panel decisions</td>
<td>Active + 3</td>
<td>Destroy</td>
<td>EDU1030</td>
</tr>
<tr>
<td>Student Services</td>
<td>Student Disciplinary Files: Written Decisions of Hearing Panels</td>
<td></td>
<td>Active + 3</td>
<td>Destroy</td>
<td>EDU1030</td>
</tr>
<tr>
<td></td>
<td>Incident Reports</td>
<td>RA's and SLC's statements of incidents in residence halls</td>
<td>Active + 1</td>
<td>Destroy</td>
<td>LEG9900</td>
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