

Date: 24. 9. 2019

Department Retention Schedule - 260 BYU Catering

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Function	Record Type	Retention Description	Classification	Comments
Academic	Course materials & outlines (may include syllabi, course descriptions, and original exams.	Permanent. Transfer 1 copy to the University Records Center for Archival review, if not already retained in Learning Suite or Syllabi.byu.edu.	Archival	
Administrative	88888888888888888888	88888888888888888888	Archival , Vital	88888888888888888888
Employment	Employee files retained by department & Students.	Retain information originated by department indefinitely. Destroy remaining information 6 years after departure from department.		
Financial	Y-Time exceptions (missed time punches) documentation retained by department.	Retain department copies of supporting documentation for 2 years, then destroy.		
Financial	test	test	Archival	testtest
Human Resource	Rank & Status records.	Digital copies from the Rank and Status system are retained indefinitely by the Faculty Personnel Office. &Paper Only& copies should be retained by department indefinitely.		