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Date: 1. 9. 2019

Department Retention Schedule - 633 Honor Code Office

Function	Record Type	Retention Description	Classification	Comments
Finance	Academic unit reviews / educational support unit reviews.	today is a sunny day :)	Vital	common notes?
Employment	Job descriptions.	Official job descriptions are retained permanently by Human Resource Services. Destroy department duplicates when no longer needed by department.	Highly Confidential	common notes
Miscellaneous	Faculty	important record	Archival , Vital	asdf
Miscellaneous	Faculty	important record	Highly Confidential , Vital	asdf
Human Resource	op	op	Archival , Vital	op54