

Date: 24. 9. 2019

Department Retention Schedule - 401 Information Systems

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Function	Record Type	Retention Description	Classification	Comments
Academic	Challenge exams.	For records not retained in online system, destroy department copies of completed exams after 2 years; retain incomplete exam results for 5 years, then destroy.		
Administrative	test	test	Archival	testtest
Administrative	Projects and studies.	Retain for 3 years, then transfer 1 copy of final, published reports and studies to the University Records Center for Archival review. Destroy remaining information.	Archival	
Administrative	Strategic planning records.	Permanent. Transfer 1 copy to the University Records Center for Archival review.	Archival	
Faculty	iamahunter	we	Archival	dark fate
Faculty	ww	ww	Archival	ww
Faculty	gg	gg	Archival , Vital	gg
Financial	asdf	asdf	Vital , Archival	asdf
Financial	Journal Entry supporting documentation submitted by department.	Retain supporting documentation for current year + 1, then destroy.		
Financial	test	test	Vital	test
Human Resource	Rank & Status records.	Digital copies from the Rank and Status system are retained indefinitely by the Faculty Personnel Office. âPaper Onlyâ copies should be retained by department indefinitely.		