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Date: 5. 9. 2019

Department Retention Schedule - 403   Marriott School

Function	Record Type	Retention Description	Classification	Comments
Academic	Course/Faculty evaluations.	Retain indefinitely, if not stored in online ratings system.		
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	sunny	sdfsdf	Archival	sdfsdfs