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Date: 1. 9. 2019

Department Retention Schedule - 633 Honor Code Office

Function	Record Type	Retention Description	Classification	Comments
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
Finance	Academic unit reviews / educational support unit reviews.	today is a sunny day :)	Vital	common notes?
Human Resource	op	op	Archival , Vital	op54
Miscellaneous	Faculty	important record	Archival , Vital	asdf
Miscellaneous	Faculty	important record	Highly Confidential , Vital	asdf