

Finance

IT

Records Liaison: Maureen Glynn

IT1 Service Agreements/Product Warranties

Hardware, software and maintenance agreements.

Retain four years from expiration.

IT2 Student Directory

Confidential Contact information.

Retain until next replacement received then shred.

IT3 Guidelines

Switchboard guidelines.

Retain until superseded

IT4 Telephone call records

Record of all telephone calls.

System automatically drops calls at end of twelve month period

IT5 Telephone Work Orders

All work order performed by technician.

Retain two years.

IT6 Account Requests

Requests for access to Financial Systems.

Retain until audit year completed.

IT7 Work Orders

All requests for service processed through the help desk.

Cut off at the end of the fiscal year and retain one year.