Human Resources (HR) Records Classification & Retention Schedule
Records relating to human resources administration within the University

HR50 – Benefit Plan Management

These records relate to the management of the benefit plans provided to employees of the University and participating affiliated organizations.

Content & Scope
Management of the benefit plan includes the annual review of benefit maxima, the annual review of the benefit plan with the insurance carrier(s) to determine premium rates and levels of coverage for the upcoming year, and ad hoc reporting regarding specific issues or quotes for new services. All changes to the benefit plans must be approved by the Board of Governors Pension & Benefits Committee.

This records class excludes contracts with insurance carriers and the records of the Board of Governors Pension & Benefits Committee.

The records include carriers' renewal rates, consultants' reports, plan usage data, summary reports, recommendations, and related correspondence.

Related Records
• For contracts with insurance carriers, see AD70 – Contracts and Agreements.
• For the records of the Pension and Benefits Committee, see GV30 – Board of Governors Committees.

Responsible Unit
Human Resources

Information Steward
Associate Provost, Human Resources

Information Confidentiality Classification
Confidential.

Retention
Summary renewal report: Permanent.
All other records: Until operational use ceases.

Disposition
Secure Destruction.

Retention Rationale
The retention period is based on operational use.

Approval Date(s)
26 October 2011