HR54 – Pay Increase Advice

These records are comprised of notifications of pay increases provided to employees through the self-service feature of the human resources system.

Content & Scope
The records are pay increase advices.

Responsible Unit
Human Resources

Information Steward
Associate Provost, Human Resources

Privacy Classification
Restricted

Retention
Until next pay increase advice is posted

Disposition
Secure Destruction

Retention Rationale
The retention period is based on operational use

Approval Date(s)
October 26, 2011