

# MUNCLASS

## Classification and Retention Plan



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### MAIL SERVICES

**Description:** Consists of records relating to mailing and shipping. Records may include account information and reports for shipping and postage.

**Filing Guidelines:** Records must be securely stored until final disposition.

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<b>MUNCLASS Function:</b>	Campus Services (CS)
<b>Responsible Unit(s):</b>	Financial and Administrative Services
<b>Retention:</b>	Current year file closed + 7 years
<b>Disposition:</b>	Delete/Destroy
<b>Media:</b>	Paper and/or electronic
<b>Authority:</b>	Current Operational Practice

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Version 01

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