

MUNCLASS

Classification and Retention Plan



PARKING ADMINISTRATION

Description: Consists of records relating to the management and operation of parking and permit services. Includes records related to the issuing and operation of parking permits, ticketing, payment and collection of outstanding fines, and related correspondence.

MUNCLASS Function:	Campus Services (CS)
Responsible Unit(s):	Office of the Chief Risk Officer
Retention:	Current year file closed + 7 years
Disposition:	Destroy
Media:	Paper and/or electronic
Authority:	Anticipated Operational Use

Version 01

Approved: July 9, 2020: RS-2020-007
