
CUSTODIAL SERVICES

Description: Consists of records relating to the planning and administration of custodial services at the University. Records may include work orders for ad-hoc requests that are outside of the regular cleaning services offered by custodial staff across the University including emergency non-hazardous material clean up.

MUNCLASS Function:	Facilities and Property (FP)
Responsible Unit(s):	Facilities Management
Retention:	Current year file closed + 3 years
Disposition:	Destroy
Media:	Paper and/or electronic
Authority:	Anticipated Operational Use