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## COMPENSATION FOR NON-ACADEMIC EMPLOYEES

**Description:** Consists of records relating to the administration of compensation management programs. Records may include organizational analyses, planning and scheduling of compensation, staff censuses, market differential reviews, correspondence and related documentation.

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

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<b>MUNCLASS Function:</b>	Human Resources (HR)
<b>Responsible Unit(s):</b>	Department of Human Resources
<b>Retention:</b>	Superseded/Obsolete + 7 years
<b>Disposition:</b>	Destroy
<b>Media:</b>	Paper and/or electronic
<b>Authority:</b>	Anticipated Operational Use

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Version 01

**Approved:** August 22, 2018: RS-2018-009

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