
BENEFITS ADMINISTRATION

Description: Consists of records relating to administration of benefits programs. Records may include policy documents, plan descriptions and agreements, renewal documents, brochures, explanatory documents regarding benefits offered to employees, general information on plans, payments, options and changes to plans, status updates and correspondence.

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

MUNCLASS Function:	Human Resources (HR)
Responsible Unit(s):	Department of Human Resources
Retention:	Current Year file closed + 60 years
Disposition:	Destroy
Media:	Paper and/or electronic
Authority:	Current Operational Practice