

Human Resources

Record Type	Description / Examples	Notes	Due at Archives
Organization Charts	General Overview chart; detailed charts by division	HR to send updated Organization Chart and Detailed Divisional Charts at end of each January.	Annually
Permanent HR Records	Payroll CDs, Workers Compensation, Quarterly and Year end Tax back up files, Special Employee Contracts etc.	Maintained in Basement Vault and other locations in Bentley Hall per internal HR Records Retention Schedule	maintained elsewhere – see notes
Policy and Procedural Manuals	Personnel Policies and Benefits	Additions and sections with changes will be printed annually in July [these are clearly identified on the web site publication]	Archives will print from web site