**Information Technology Services**

Information Technology Services (ITS) is responsible for supporting academic and

administrative computing activities. Originally known as the Computer Services

Center, ITS incorporated the financial system developed in Administrative

Services and expanded to develop computer systems to enhance instruction and

research. ITS staff includes specialists in programming, personal computing,

system management, and data communication.

**Retention Schedule**

**Job Search Applications.** Records concerning job search committees for

positions within Information Technology Services. Files include correspondence,

resumes, applications, and other related records. Files contain confidential

information.

Disposition Instructions: Transfer applications and other records for

individuals hired to appropriate personnel file when individual accepts

position. Destroy in office applications for individuals not hired 2 years after

the date of receipt if no charge of discrimination has been filed. If charge

has been filed, destroy in office 1 year after resolution of charge.

**Publications.** Handbooks, flyers, newsletters, brochures issued by or for the

office.

Disposition Instructions: Transfer 1 copy to College Archives for permanent

retention. Retain copies in the office until superseded or reference value

ends.

**Personnel Files.** Internal records for Information Technology Services staff. Files

may include evaluations, letters of commendation, salary reviews, memoranda,

and other records.

Disposition Instructions: Destroy in office when reference value ends.