**Athletics - Business Office**

The Business Office is the central office for Athletic Department financial and

personnel activities. It is responsible for departmental purchasing, internal

personnel records, and overseeing ticket sales for athletic events.

**Retention Schedule**

**Equipment Inventories.** Records of equipment owned by the athletic

department.

Disposition Instructions: Destroy in office after 3 years.

**Personnel.** Records for athletic department staff. Files may include copies of

time sheets, salary reviews, evaluations, and other records.

Disposition Instructions: Destroy in office when reference value ends.