

## 0710 Compensation Records

*Description:* Records related to the administration of Suffolk University's employee compensation plans.

*Examples:* Records may include job descriptions, salary schedules, pay grade structure records, amendments, and any supporting documentation or correspondence.

*Retention Period:* **Retain until separation or termination plus 6 years, and then securely destroy.**

*Authority:* 29 C.F.R. § 1602.14; 29 C.F.R. § 516.5