

CLEMSON UNIVERSITY

OFFICE OF THE PRESIDENT

STAFF SENATE

STAFF DEVELOPMENT PROGRAM

**CU 16319 STAFF DEVELOPMENT PROGRAM FILES**

Description: Records created by Staff Senate, Staff Development Program (SDP) Steering Committee, and Human Resources as part of the SDP, an employee driven, peer reviewed program, unique to the university that offers staff an opportunity to grow professionally and personally by voluntarily participating in various service activities. Information includes applications accepted/denied, memos to Human Resources for participant salary, Human Resources salary letter, minutes of steering committee, surveys related to program, rubric information for eligibility, contents of participant's binders, and any related information.

Retention: Rejected Applications: 1 year, destroy.  
All other records: 5 years, destroy.

Schedule approved 7/31/13