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OPR=Office of Primary Responsibility

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100 GOVERNANCE & ADMINISTRATION

The functions included in the Corporate Governance and Administration block are those mandated by the Post-Secondary Learning Act and include Chancellor and Senate, General Faculties Council, and Board of Governors. The functions of auditing, legal matters, business planning, and information exchange are included as well. Records in this block are retained according to the **academic year**, unless otherwise stated. The OPR is the **President's Office**.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	· Policy/procedure development, working copies, rough drafts, and final copies not found elsewhere in this block.
01	General	C+2	C+2	D	· Day files, reference material, and any other documents with short-term value not found elsewhere in this block.
02	Contracts & Agreements	T/E+2	T/E+12	AS	· Any contracts and agreements not found elsewhere in this block.
03	Committees, Meetings & Taskforces	C+2	C+5	AS	· Committee/meeting minutes, agendas, appendices not found elsewhere in this block (includes Executive Directors' Council, Deans' Council). · Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	· Reports & statistics not found elsewhere in this block.
10	University Legislation	S/O	S/O	D	· Copies of government legislation that pertain to the University.
15	Delegation of Authority	S/O	S/O	D	· Documents assigning the responsibility of specific tasks to an alternate position.
20	Executive	C+2	C+2	AS	· General correspondence with senior administration. Includes invites, letters of support, condolences, sponsorship requests, etc.
25	Complaints & Appreciation	C+2	C+5	AS	· From internal and/or external parties includes formal and informal letters and notes.

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110 ORGANIZATIONAL PLANNING

Records in this primary pertain to organizing the structure of the administrative bodies of the University. Records associated with creating and maintaining the goals, value statements, mission, philosophy, strategy and business plans are also maintained here.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	. Policy/procedure development, working copies, rough drafts, and final copies.
01	General	C+2	C+2	D	. Day files, reference material, and any other documents with short-term value.
02	Contracts & Agreements	T/E+2	T/E+12	AS	. Any contracts and agreements related to the organizational structure of the University.
03	Committees, Meetings & Taskforces	C+2	C+5	AS	. Committee/meeting minutes, agendas, appendices . Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	. Reports & Statistics
10	Mission & Philosophy	S/O	S/O	AS	. Records include draft and finalized mandate statements.
15	Business & Strategic Planning	S/O	S/O	AS	. Business and Strategic Plans as well as documents associated with the development and implementation of the plans.
20	Organization Structure	S/O	S/O	AS	. Organization charts and other documents outlining reporting structure changes and rationales.

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125 BOARD OF GOVERNORS (BOG)

Records in this primary pertain to the Board of Governors. Records include administrative matters such as terms of reference and membership, day files, meeting minutes, and any other records associated with the Board. The OPR is the **President's Office**.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	<ul style="list-style-type: none"> Policy/procedure development, working copies, rough drafts, and final copies. Includes committee governance policies (e.g. terms of reference, rules of operation, code of conduct, etc.)
01	General	C+2	C+2	D	<ul style="list-style-type: none"> Day files, reference material, and any other documents with short-term value.
02	Contracts & Agreements	T/E+2	T/E+12	AS	<ul style="list-style-type: none"> Any contracts and agreements related to the Board of Governors.
03	Committees, Meetings & Taskforces	C+2	C+5	AS	<ul style="list-style-type: none"> Committee and sub-committee meeting minutes, agendas, appendices. Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	<ul style="list-style-type: none"> Reports & statistics including annual reports to the provincial government.

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126 GENERAL FACULTIES COUNCIL (GFC)

The records in this primary include the administration, meeting minutes, contracts and agreements, and any other records associated with the General Faculties Council. The OPR is the **President's Office**.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	. Policy/procedure development, working copies, rough drafts, and final copies. . Includes committee governance policies (e.g. terms of reference, membership, rules of operation, code of conduct, etc.)
01	General	C+2	C+2	D	. Day files, reference material, and any other documents with short-term value.
02	Contracts & Agreements	T/E+2	T/E+12	AS	. Any contracts and agreements related to the GFC.
03	Committees, Meetings & Taskforces	C+2	C+5	AS	. Committee and sub-committee meeting minutes, agendas, appendices. . Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	. Reports & statistics generated by the GFC.

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127 CHANCELLOR & SENATE

Includes records generated by and related to the Chancellor and Senate. The OPR is the **Senate's Office**.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	. Policy/procedure development, working copies, rough drafts, and final copies.
01	General	C+2	C+2	D	. Day files, reference material, and any other documents with short-term value.
02	Contracts & Agreements	T/E+2	T/E+12	AS	. Any contracts and agreements related to the Chancellor & Senate.
03	Committees, Meetings & Taskforces	C+2	C+5	AS	. Committee/meeting minutes, agendas, appendices. . Includes decisions around awarding honorary degrees. . Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	. Reports & statistics generated by the Chancellor & Senate.

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130 INSTITUTIONAL ANALYSIS

Includes records related to the function of institutional analysis, including collecting, querying, and reporting University data. The OPR is **Institutional Analysis**.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	. Policy/procedure development, working copies, rough drafts, and final copies.
01	General	C+2	C+2	D	. Day files, reference material, and any other documents with short-term value.
02	Contracts & Agreements	T/E+2	T/E+12	AS	. Any contracts and agreements related to Institutional Analysis.
03	Committees, Meetings & Taskforces	C+2	C+5	AS	. Committee/meeting minutes, agendas, appendices. . Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	. Reports & statistics including participation in data surveys, reports for the provincial government, etc.

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150 INFORMATION EXCHANGE & LIAISON

The records in this primary are of a general nature only; records with long term value should be classified elsewhere.

No.	Secondaries	A	TR	FD	Description & Retention Notes
10	Interdepartmental	C+2	C+2	D	. Communication between departments.
15	Government	C+2	C+2	D	. General communication with government offices.
20	Educational Institutions	C+2	C+2	D	. General correspondence with external educational institutions.
25	Companies	C+2	C+2	D	. General correspondence with external companies.
30	Associations/ External Committees	C+2	C+2	D	. Records of the activities of faculty and staff who are members of non-University associations, committees, or other agencies.

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160 LEGAL MATTERS

Records associated with legal matters are maintained in this primary. Records include the provision of legal advice, managing fraud investigations, litigations, ownership of visual identity, and patents held by the University. Legal files are retained according to the **calendar year**. The OPR is the **Legal Counsel**.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	. Policy/procedure development, working copies, rough drafts, and final copies.
01	General	C+2	C+2	D	. Day files, reference material, and any other documents with short-term value.
02	Contracts & Agreements	T/E+2	T/E+12	AS	. Contracts and agreements related to mediation, litigation, or other legal matters.
03	Committees, Meetings & Taskforces	C+2	C+5	AS	. Committee/meeting minutes, agendas, appendices, etc. . Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	. Reports & Statistics associated with legal matters in this primary.
10	Patents	S/O	S/O	AS	. Maintaining patents held by the University.
11	Copyright	S/O	S/O	AS	. Maintaining copyrights held by the University.
12	Trademarks & Logos	S/O	S/O	AS	. Maintaining legal ownership of trademarks and logos. For logo design, please see 750-10 .
15	Legal Opinions	C+2	*	D	. Advice provided by internal and external legal professionals.
20	Legal Investigations	C+2	*	D	. Investigations of possible illegal or unethical activities at the University.
25	Litigation	T/E+2	T/E+12	D	. Legal proceedings initiated against the University, or by the University.

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University of Lethbridge Classification System

170 AUDITS

All records associated with operational audits are maintained in this primary. Please see [1010-30](#) for educational program audits. Audits are retained according to the **fiscal year**.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	. Policy/procedure development, working copies, rough drafts, and final copies.
01	General	C+2	C+2	D	. Day files, reference material, and any other documents with short-term value.
02	Contracts & Agreements	T/E+2	T/E+12	AS	. Any contracts and agreements related to conducting audits and addressing issues identified via auditing.
03	Committees, Meetings & Taskforces	C+2	C+5	AS	. Committee/meeting minutes, agendas, appendices. . Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	. Excludes final audit reports. Includes other audit related reports or statistics.
10	External	C+2	C+7	D	. Includes all documents associated with conducting third-party audits, including the final audit report.
11	Internal	C+2	C+7	D	. Includes all documents associated with conducting in-house audits, including the final audit report. OPR is Internal Audit . . Records Disposition Authority #2006-12 approved 2008-01-21

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University of Lethbridge Classification System

180 RISK MANAGEMENT & INSURANCE

Risk management is the function of protecting the University from liability as well as managing safety risks. Risk Management records are retained according to the **calendar year**. The OPR is **Risk & Safety Services**.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	. Policy/procedure development, working copies, rough drafts, and final copies.
01	General	C+2	C+2	D	. Day files, reference material, and any other documents with short-term value.
02	Contracts & Agreements	T/E+2	T/E+12	AS	. Any contracts and agreements related to risk management.
03	Committees, Meetings & Taskforces	C+2	C+5	AS	. Committee/meeting minutes, agendas, appendices. . Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	. Reports and statistics associated with matters of risk.
10	Insurance Policies	T/E+2	P	D	. Includes any insurance policies maintained by the University for property, equipment, vehicles, etc. . Records Disposition Authority #2007-06 approved 2008-03-03
11	Insurance Claims	T/E+2	T/E+12	D	. All documentation associated with managing an insurance claim. . Records Disposition Authority #2007-07 approved 2008-03-03
12	Waivers	C+2	C+12	D	. Signed waivers for University events and activities. Includes driver agreements/abstracts. . Records Disposition Authority #2007-09 approved 2008-03-03
15	Licences & Permits	C+2	*	D	. Includes alcohol permits for events.

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200-299 PROPERTY MANAGEMENT

- 200 [Property Management](#)
- 210 [Capital Project Management](#)
- 220 [Space Planning](#)
- 250 [Buildings & Grounds Maintenance](#)
- 270 [Security Services](#)

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University of Lethbridge Classification System

200 PROPERTY MANAGEMENT

Records in this block pertain to the creation, maintenance, upkeep, protection, and disposal of land, buildings, and grounds. Records in this block are retained according to the **calendar year**, unless otherwise stated. The OPR is **Facilities**.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	· Policy/procedure development, working copies, rough drafts, and final copies not found elsewhere in this block.
01	General	C+2	C+2	D	· Day files, reference material, and any other documents with short-term value not found elsewhere in this block.
02	Contracts & Agreements	T/E+2	T/E+12	AS	· Any contracts and agreements not found elsewhere in this block.
03	Committees, Meetings & Taskforces	C+2	C+5	AS	· Committee/meeting minutes, agendas, appendices not found elsewhere in this block. · Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	· Reports & statistics not found elsewhere in this block.
10	Access Control	S/O	S/O	D	· Key requests, records of key holders, etc.
15	Work Orders	C+2	*	D	· Work orders generated as a result of a submitted work request or identified work to be done. Stored electronically in the Facilities work order system.

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University of Lethbridge Classification System

210 CAPITAL PROJECT MANAGEMENT

Records in this primary are related to the construction or renovation of buildings and infrastructure.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	. Policy/procedure development, working copies, rough drafts, and final copies.
01	General	C+2	C+2	D	. Day files, reference material, and any other documents with short-term value.
02	Contracts & Agreements	T/E+2	T/E+12	AS	. Any contracts and agreements related to a capital project.
03	Committees, Meetings & Taskforces	C+2	C+5	AS	. Committee/meeting minutes, agendas, appendices. . Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	. Reports & statistics related to capital projects. . Excludes reports from site consultants: see 210-15 below.
10	Capital Planning	C+5	*	AS	. Records related to making decisions about developing capital assets on campus, such as planning a new building, or expanding an existing one.
15	Construction & Renovation	C+5	*	AS	. Records include construction contracts, safety meeting minutes, blue prints, change orders, design specifications, maps, deficiency reports etc. . Retain construction files for the life of the building + 10. . Retain unsuccessful bids for C+12 . Records Disposition Authority #2008-06. Approved 2008-06-25
20	Site Consultations	C+5	*	AS	. The findings and recommendations of consultants. Consultant reports include slope stability analyses, foundation integrity, geotechnical evaluations, etc.

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University of Lethbridge Classification System

220 SPACE PLANNING

The records in this primary pertain to ensuring that there are adequate spaces to meet the needs of the University community. Records include assessing space capacity, revising existing spaces, leasing space, and so forth.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	. Policy/procedure development, working copies, rough drafts, and final copies.
01	General	C+2	C+2	D	. Day files, reference material, and any other documents with short-term value.
02	Contracts & Agreements	T/E+2	T/E+12	AS	. Any contracts and agreements related to space planning, including lease agreements.
03	Committees, Meetings & Taskforces	C+2	C+5	AS	. Committee/meeting minutes, agendas, appendices. . Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	. Reports & statistics related to space planning.
10	Space Planning & Allocation	C+5	*	AS	. Records related to evaluating space capacity and decisions regarding space assignment and leasing.

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University of Lethbridge Classification System

250 BUILDINGS & GROUNDS MAINTENANCE

The records in this primary pertain to the maintenance and upkeep of University buildings and land. Examples of records are landscaping specifications, recycling, and so forth.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	. Policy/procedure development, working copies, rough drafts, and final copies.
01	General	C+2	C+2	D	. Day files, reference material, and any other documents with short-term value.
02	Contracts & Agreements	T/E+2	T/E+12	AS	. Any contracts and agreements related to the maintenance of buildings and grounds.
03	Committees, Meetings & Taskforces	C+2	C+5	AS	. Committee/meeting minutes, agendas, appendices. . Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	. Reports & statistics related to buildings and grounds maintenance.
10	Utilities	C+5	*	D	. Records related to managing utilities, excluding work orders (see 200-15). . Includes mechanical maintenance records.
15	Building Maintenance	C+5	*	D	. Records related to maintaining buildings, including caretaking & recycling. . Includes upgrades and replacements of ventilation systems, boilers, fixtures, etc.
20	Grounds Maintenance	C+2	*	D	. Includes snow removal, lawn mowing, animal/weed control, etc.
25	Landscaping	C+5	*	AS	. Records related to landscape design & planning. Includes record of plant species used.

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270 SECURITY SERVICES

Records in this primary are related to prevention of property damage, maintaining personal security, and parking. The OPR is **Security Services**.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	. Policy/procedure development, working copies, rough drafts, and final copies.
01	General	C+2	C+2	D	. Day files, reference material, shift reports, and any other documents with short-term value.
02	Contracts & Agreements	T/E+2	T/E+12	AS	. Any contracts and agreements related to campus security.
03	Committees, Meetings & Taskforces	C+2	C+5	AS	. Committee/meeting minutes, agendas, appendices. . Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	. Reports & statistics, excluding the specific reports listed in this primary.
10	Incident Reports	C+5	C+12	D	. Security incident reports; see 635-15 for accident or safety incident reports. . Records Disposition Authority #2007-08 approved 2008-06-25
11	Notebooks	C+2	P	D	. Notebooks kept by individual security guards. . Records Disposition Authority #2008-01 approved on 2008-01-21
15	Parking	C+2	*	D	. Records relating to parking permits, tickets, appeals, etc.
20	Personal Security Programs	C+2	*	AS	. The development, implementation, and ongoing management of personal security programs, such as Safewalk.

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300-399 EQUIPMENT & MATERIALS MANAGEMENT

- 300 [Equipment & Materials Management](#)
- 310 [Vehicles & Equipment](#)
- 350 [Procurement](#)

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University of Lethbridge Classification System

300 EQUIPMENT & MATERIALS MANAGEMENT

Records in this block pertain to the acquisition, maintenance and disposal of equipment and furnishings. Records in this block are retained according to the **fiscal year**. OPR is **Materials Management**.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	· Policy/procedure development, working copies, rough drafts, and final copies not found elsewhere in this block.
01	General	C+2	C+2	D	· Day files, reference material, and any other documents with short-term value not found elsewhere in this block.
02	Contracts & Agreements	T/E+2	T/E+12	AS	· Any contracts and agreements not found elsewhere in this block.
03	Committees, Meetings & Taskforces	C+2	C+5	AS	· Committee/meeting minutes, agendas, appendices not found elsewhere in this block. · Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	· Reports & statistics not found elsewhere in this block.
10	Shipping & Receiving	C+2	C+2	D	· Includes campus delivery reports, packing slips, postage, waybills, and customs forms.

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University of Lethbridge Classification System

310 VEHICLES & EQUIPMENT

This primary includes all vehicles, equipment and furnishings.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	. Policy/procedure development, working copies, rough drafts, and final copies.
01	General	C+2	C+2	D	. Day files, reference material, and any other documents with short-term value.
02	Contracts & Agreements	T/E+2	T/E+12	AS	. Any contracts and agreements related to vehicle and ride-on equipment management.
03	Committees, Meetings & Taskforces	C+2	C+5	AS	. Committee/meeting minutes, agendas, appendices. . Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	. Reports & statistics
10	Vehicles	T/E+2	T/E+7	D	. These files should contain everything relevant to the vehicle, such as owner manuals, maintenance records, inspections, warranties, copies of registration and insurance (current registration and insurance pink card are kept in the vehicle) . Includes any equipment that requires a ride-on operator, such as a forklift or lawnmower. . For insurance policies see 180-10 . . OPR is Grounds & Motor Vehicle Pool .
15	Equipment	T/E+2	T/E+7	D	. This relates to office equipment, including furniture, printers, computers, copiers, etc. . Includes user manuals, specifications, warranties, maintenance and disposal. . OPR is the department who owns the equipment.

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University of Lethbridge Classification System

350 PROCUREMENT

Records in this primary pertain to acquiring goods & services.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	. Policy/procedure development, working copies, rough drafts, and final copies.
01	General	C+2	C+2	D	. Day files, reference material, and any other documents with short-term value.
02	Contracts & Agreements	T/E+2	T/E+12	AS	. Any contracts and agreements related to procurement.
03	Committees, Meetings & Taskforces	C+2	C+5	AS	. Committee/meeting minutes, agendas, appendices. . Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	. Reports & statistics
10	Tendering	C+2	*	D	. Excludes successful bids (these become part of the project or contract file). . Includes all tendering documentation preceding the purchase order such as request for proposals (RFP), request for information (RFI), quotes, etc.
15	Acquisition / Requisition	C+2	C+7	D	. Requisitions & purchase orders, including back-up information. . For internal requisitions, see 405-30 . . Bookstore - retain paper copies of textbook requests C+1 years.
20	Procurement Cards	T/E+7	*	D	. Records include application, issuance, acknowledgement, and cancellation documentation. . Records do not include transaction statements (see 405-10). . OPR is Materials Management

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400-499 FINANCIAL MANAGEMENT

- 400 [Financial Management](#)
- 405 [Accounting](#)
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400 FINANCIAL MANAGEMENT

Records in this block pertain to the management of financial assets and are retained according to the **fiscal year**. OPR is **Financial Services**.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	· Policy/procedure development, working copies, rough drafts, and final copies not found elsewhere in this block.
01	General	C+2	C+2	D	· Day files, reference material, and any other documents with short-term value not found elsewhere in this block.
02	Contracts & Agreements	T/E+2	T/E+12	AS	· Any contracts and agreements not found elsewhere in this block.
03	Committees, Meetings & Taskforces	C+2	C+5	AS	· Committees/meeting minutes, agendas, appendices not found elsewhere in this block. · Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	· All reports and statistics not found elsewhere in this block.
10	Taxation	C+2	C+7	D	· GST, property taxes and annual tax returns.

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405 ACCOUNTING

Accounting pertains to records of all revenues and expenses incurred by the University, and daily records of all financial transactions.

No.	Secondaries	A	TR	FD	Description & Retention Notes
10	Accounts Payable	C+2	C+7	D	. Refers to any money paid out including accounts payable invoices, procurement card payments, payroll, scholarships, etc. Also includes canceled cheques, back-up documentation.
15	Accounts Receivable	C+2	C+7	D	. Refers to any money received including tuition, library fines, parking fees, etc. Also includes bank deposits, externally billed invoices, donation tax receipts, back-up documentation.
20	General Ledger	C+7	P	P	. Currently stored in the Banner Finance System.
25	Reconciliations	C+2	C+7	D	. Includes bank, cash, and other reconciliations. Includes bank statements.
30	Budget Transfers	C+2	C+7	D	. Records of transferring funds from one department to another (Journal Vouchers). Includes internal requisitions for Food Services, Printing Services, etc.

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University of Lethbridge Classification System

440 BUDGETING

Records in this primary pertain to the creation of University's capital and operating budgets. OPR is **Financial Planning**.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	. Policy/procedure development, working copies, rough drafts, and final copies.
01	General	C+2	C+2	D	. Day files, reference material, and any other documents with short-term value.
02	Contracts & Agreements	T/E+2	T/E+12	AS	. Any contracts and agreements related to budgeting.
03	Committees, Meetings & Taskforces	C+2	C+5	AS	. Committee/meeting minutes, agendas, appendices. . Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	. All reports and statistics related to budgeting.
10	Position Management Control	S/O+5	*	D	. Records pertaining to funding employee positions. Includes requests for appointment and decisions to allocate funds to a new position or to continue to fund an existing position.
15	Budget Submissions	C+2	*	D	. Departmental copies of budget submissions. . Submissions to the Budget Committee are attached to the Budget Committee minutes.
20	Operating	C+5	*	AS	. The final Operating Budget, which includes incoming funds - fees, rates, grants, outgoing funds - continuing costs, instructional fee allocations, departmental budgets, position management control, and Reserves and contingencies.
25	Capital	C+5	*	AS	. The final Capital Budget, which includes equipment replacement programs, new building construction, upgrading existing buildings, and new or upgrading infrastructure.
30	Equipment Replacement Programs	C+5	*	D	. Records associated with planning to replace aging equipment in the future; i.e. setting aside a portion of the replacement cost of a vehicle in order to replace an existing vehicle at the end of its life.

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460 PAYROLL

Payroll records include payment back-up and remittances of deductions from pay cheques. OPR is **Human Resources**.

No.	Secondaries	A	TR	FD	Description & Retention Notes
10	Remittances	C+2	C+7	D	Remittance statements for submitting deductions from pay to a third party, e.g. taxes, union dues, benefit premiums, charitable donations, etc.
15	Payroll Backup	C+2	C+7	D	Documents that break down and justify the compensation paid to a third party, e.g. tutoring timesheets, Practicum Recognition Option forms.

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500-599 INFORMATION MANAGEMENT

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500 INFORMATION MANAGEMENT

Records in this primary refer to the collection, storage, maintenance, dissemination and disposal of information in all forms of media. Please refer to each primary for the operating year.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	· Policy/procedure development, working copies, rough drafts, and final copies not found elsewhere in this block.
01	General	C+2	C+2	D	· Day files, reference material, and any other documents with short-term value not found elsewhere in this block.
02	Contracts & Agreements	T/E+2	T/E+12	AS	· Any contracts and agreements not found elsewhere in this block.
03	Committees, Meetings & Taskforces	C+2	C+5	AS	· Committee/meeting minutes, agendas, appendices not found elsewhere in this block. · Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	· Reports & statistics not found elsewhere in this block.

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510 PRIVACY

This primary refers to the interpretation of the *Alberta Freedom of Information and Protection of Privacy Act* (FOIP) and Regulations, as well as all other matters of employee, faculty, student, and client privacy. Records are retained according to the **calendar year**. OPR is the **Privacy Office**.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	. Policy/procedure development, working copies, rough drafts, and final copies.
01	General	C+2	C+2	D	. Day files, reference material, and any other documents with short-term value.
02	Contracts & Agreements	T/E+2	T/E+12	AS	. Any contracts and agreements related to privacy.
03	Committees, Meetings & Taskforces	C+2	C+5	AS	. Committee/meeting minutes, agendas, appendices. . Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	. Reports & statistics related to privacy matters.
10	Personal Information Banks	S/O	S/O	D	. Lists and location of personal information collected and maintained by the University.
15	FOIP Requests	C+2	*	D	. Records pertaining to formal FOIP requests, including copies of the requested information.
16	Routine Disclosures	C+2	*	D	. General information requests that do not require a formal FOIP request process
17	Breaches	C+2	*	D	. Records related to the investigation of unintentionally disclosed information, and measures taken to mitigate the consequences of the disclosure.
20	Privacy Impact Assessments	C+2	*	*	. Evaluation of the privacy impacts of implementing new systems, processes or programs. Includes privacy scans, which are preliminary scans to determine if a full privacy impact assessment is required.
25	Disclosure Consent	S/O	*	D	. Consent forms for use or disclosure of photographs, videos, etc. . Consent forms must be retained for as long as the record in question exists. . OPR is the office maintaining the photograph, video, etc.

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University of Lethbridge Classification System

530 INFORMATION TECHNOLOGY

Information Technology records relate to the management of IT systems, servers, network and databases. Records are retained according to the **fiscal year**. OPR is **Information Technology Services**.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	. Policy/procedure development, working copies, rough drafts, and final copies.
01	General	C+2	C+2	D	. Day files, reference material, and any other documents with short-term value.
02	Contracts & Agreements	T/E+2	T/E+12	AS	. Any contracts and agreements related to IT
03	Committees, Meetings & Taskforces	C+2	C+5	AS	. Committee/meeting minutes, agendas, appendices. . Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	. Reports & statistics related to managing the IT needs of the University.
10	Work Orders	C+2	*	D	. Records include Help Desk tickets, computer rotations, etc.
15	Systems Management	S/O	*	D	. Records pertaining to the installation and maintenance of systems, servers, databases, networks, etc. Includes system specifications and documentation.
16	Infrastructure	S/O	S/O	D	. Records pertaining to the setup and maintenance of the network hardware. Includes network specifications.
20	Website Management	S/O	*	AS	. Creation and maintenance of content on University websites.
25	Computer Labs/Classroom Support	C+5	*	D	. Records associated with the setup and maintenance of computers in classrooms and labs.
30	IT Projects	T/E+2	*	AS	. Pertains to development or selection of new systems and subsequent implementation.

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University of Lethbridge Classification System

540 RECORDS MANAGEMENT

This primary relates to the classification, retention, storage, and disposition of University records. OPR is **Records Management**.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	. Policy/procedure development, working copies, rough drafts, and final copies.
01	General	C+2	C+2	D	. Day files, reference material, and any other documents with short-term value.
02	Contracts & Agreements	T/E+2	T/E+12	AS	. Any contracts and agreements related to Records Management
03	Committees, Meetings & Taskforces	C+2	C+5	AS	. Committee/meeting minutes, agendas, appendices. . Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	. Reports & statistics
10	Classification	S/O	S/O	D	. Includes records inventories/departmental reviews, classification system development, etc.
11	Retention Schedules	S/O	P	D	. Records include reference to legislation, acts, or other factors that determine how long records should be retained for. . Includes final approval of the retention schedule.
15	Transfers	C+5	P	D	. Includes listing of files transferred from departments and requests for records after transfer. . Stored electronically.
16	Dispositions	C+5	P	D	. Records include a list of records destroyed, authorization for disposal, and certificates of destruction.
20	Storage Capacity	S/O	S/O	D	. Includes storage room layouts and shelving capacity.

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University of Lethbridge Classification System

550 ARCHIVES MANAGEMENT

Records relate to the transfer and preservation of historical records and artifacts in the University Archives. OPR is the **University Archives**.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	. Policy/procedure development, working copies, rough drafts, and final copies.
01	General	C+2	C+2	D	. Day files, reference material, and any other documents with short-term value.
02	Contracts & Agreements	T/E+2	T/E+12	AS	. Any contracts and agreements related to the University Archives.
03	Committees, Meetings & Taskforces	C+2	C+5	AS	. Committee/meeting minutes, agendas, appendices. . Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	. Reports & statistics
10	Accessions	C+5	P	AS	. Records include copies of records dispositions, inventories, donation lists, etc. and document items being incorporated into the University Archives.
15	Finding Aids	S/O	S/O	D	. Descriptive inventories of archived material.

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University of Lethbridge Classification System

570 LIBRARY MANAGEMENT

The records in this primary pertain to the administration of the University Library and the provision of Library services. Records are retained according to the **academic year**. OPR is **Library Administration**.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	. Policy/procedure development, working copies, rough drafts, and final copies.
01	General	C+2	C+2	D	. Day files, reference material, and any other documents with short-term value.
02	Contracts & Agreements	T/E+2	T/E+12	D	. Any contracts and agreements related to library management.
03	Committees, Meetings & Taskforces	C+2	C+5	AS	. Committee/meeting minutes, agendas, appendices . Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	. Reports & statistics related to library administration.

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University of Lethbridge Classification System

580 COLLECTIONS MANAGEMENT

Records in this block pertain to managing sets of physical and digital objects, such as the Art Gallery and Library collections.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	. Policy/procedure development, working copies, rough drafts, and final copies.
01	General	C+2	C+2	D	. Day files, reference material, and any other documents with short-term value.
02	Contracts & Agreements	T/E+2	T/E+12	AS	. Any contracts and agreements related to collections management.
03	Committees, Meetings & Taskforces	C+2	C+5	AS	. Committee/meeting minutes, agendas, appendices, . Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	. Reports & statistics related to collections management.
10	Collection Development	C+2	*	D	. Includes research conducted to acquire new items. . Donation files, evaluations, assessments and final destination of donated items. . Includes liaison activities associated with collection development, such as impact statements.
11	Collection Maintenance	C+2	*	D	. Records related to life cycle management; records of repair, preservation, theft, and condition; weeding out items; valuation of existing collections, evaluation of fiscal appreciation of collections.
15	Inventory	S/O	S/O	D	. Records include storage locations and any databases, catalogs, or other media where inventories and location information are stored.

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600-699 HUMAN RESOURCES

- 600 [Human Resources](#)
- 605 [Employment Programs](#)
- 610 [Employee Records](#)
- 611 [Faculty Personal Records](#)
- 612 [Employee Records - Students](#)
- 615 [Salary & Benefits Management](#)
- 620 [Labour Relations](#)
- 630 [Employee Health & Wellness](#)
- 635 [Occupational Health & Safety \(OH&S\)](#)

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University of Lethbridge Classification System

600 HUMAN RESOURCES

The Human Resources block relates to all records associated with employment and staffing, labour relations, compliance with Occupational Health and Safety (OH&S) regulations, benefits for employees and faculty, wellness programs, and staff records. Records in this block are retained according to the **calendar year**, unless otherwise stated. OPR is **Human Resources**.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	· Policy/procedure development, working copies, rough drafts, and final copies not found elsewhere in this block.
01	General	C+2	C+2	D	· Day files, reference material, and any other documents with short-term value not found elsewhere in this block.
02	Contracts & Agreements	T/E+2	T/E+12	AS	· Any contracts and agreements not found elsewhere in this block.
03	Committees, Meetings & Taskforces	C+2	C+5	AS	· Committee/meeting minutes, agendas, appendices not found elsewhere in this block. · Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	· All reports & statistics not found elsewhere in this block.
10	Awards & Incentives	C+5	*	AS	· Records related to managing employee incentive programs, such as the President's Award for Service Excellence, Long Service Awards, etc.

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University of Lethbridge Classification System

605 EMPLOYMENT PROGRAMS

Records in this primary relate to the functions of human resources planning, including hiring, recruiting and retaining employees.

No.	Secondaries	A	TR	FD	Description & Retention Notes
10	Searches & Competitions	C+5	C+5	D	<ul style="list-style-type: none"> Includes records relating to posting positions, striking of a search committee, search agencies correspondence, schedules, etc. Search materials including resumes/CVs of unsuccessful candidates, short-list and interview notes, etc. are to be retained for 1 year and then destroyed.
15	Resource Planning	C+5	*	D	<ul style="list-style-type: none"> Includes records related to identifying current and future human resource needs of the University. For funding of new positions, see 440-10.
20	HR Programs	C+5	*	AS	<ul style="list-style-type: none"> Development and administration of programs for employees including orientation, performance management, retirement programs, training programs, etc.
21	Student Employment Programs	C+5	*	D	<ul style="list-style-type: none"> Administration of student employment programs, such as Co-op, internships, federally and provincially funded student employment programs (e.g. STEP). For individual student employment files, see 612.
25	Employment Equity	C+5	*	AS	<ul style="list-style-type: none"> Records related to designing and implementing programs and practices to ensure that hiring is fair and equitable.
30	Classification/Reclassification	C+5	*	D	<ul style="list-style-type: none"> Records include job descriptions, job analyses, classification/reclassification

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610 EMPLOYEE RECORDS

Employee records refer to the official Personnel File held in Human Resources which holds contracts and payroll, benefit & pension information. Faculty members will also have Faculty Personal Files (see [611](#)).

No.	Secondaries	A	TR	FD	Description & Retention Notes
10	Main	T/E+1	T/E+3	D	<ul style="list-style-type: none"> General file for non-payroll/pension/benefit information about an employee. Includes resume/CV, immigration info, performance evaluations, disciplinary actions Records Disposition Authority #2007-01. Approved 2008-01-21
11	Payroll	T/E+1	T/E+7	D	<ul style="list-style-type: none"> Payroll information for an employee. Includes payroll authorization form (PAF), direct deposit, study/sabbatical leaves, salary info, TD1 forms, tuition benefits, record of employment (ROE)
12	Pension & Benefits	T/E+1	T/E+75	D	<ul style="list-style-type: none"> Pension & benefit information for an employee. Includes offer letter, pension & beneficiary forms, life insurance, health/dental benefit forms, leave costing, RRSP transfers, prior service, pension/benefit termination notices, resignation/termination letter
15	Employee Memos	C+1	C+75	D	<ul style="list-style-type: none"> Includes payroll authorization forms, timesheets, work permits, etc. for employees not eligible for benefits.

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611 FACULTY PERSONAL RECORDS

The maintenance of Faculty Personal Files is dictated by Article 9 of the University of Lethbridge Faculty Association (ULFA) Handbook and Article 8 of the ULFA Sessional Handbook. Faculty members will also have a 610 employee file in HR. OPR is the **Dean's office** of the relevant Faculty.

No.	Secondaries	A	TR	FD	Description & Retention Notes
10	Member	T/E+2	*	D	<ul style="list-style-type: none"> Personal Files for ULFA members as defined by Article 9 of the ULFA Faculty Handbook. Records include contracts & correspondence; Professional Activities Reports (PAR); course evaluations; study leave & research information; salary, tenure & promotion (STP) submissions; etc.
11	Member - CV	T/E+2	*	AS	<ul style="list-style-type: none"> Curriculum Vitae for member, which is updated annually. The most recent copy will be preserved in the archives.
15	Sessionals	T/E+2	*	D	<ul style="list-style-type: none"> Personal Files for Sessional teaching staff as defined by Article 8 of the ULFA Sessional Handbook. Records include contracts & correspondence, course evaluations, etc.
20	Adjunct / Visiting Professors	T/E+2	*	D	<ul style="list-style-type: none"> Records pertaining to appointments of adjunct or visiting professors.

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University of Lethbridge Classification System

612 STUDENT EMPLOYEE RECORDS

These files pertain to Graduate students and other students working for the University. Excludes payroll information: see [610](#).

No.	Secondaries	A	TR	FD	Description & Retention Notes
10	Graduate Students Assistantships	T/E+2	*	D	<ul style="list-style-type: none"> Files are maintained as dictated by the Graduate Students' Association (GSA) Agreement. Includes Offer of Appointment, Assignment of Duties, hours of work, evaluations, etc. OPR is the Dean's Office of the relevant faculty.
15	Student Employees	T/E+2	*	D	<ul style="list-style-type: none"> Records may include schedules, timesheets, evaluations, etc. Includes employees hired under student employment programs, Co-op, etc.
20	Accommodated Learning Assistants	T/E+2	*	D	<ul style="list-style-type: none"> Tutors, note-takers, etc. paid by a student's government funding in which the University administers the disbursement of payment.

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615 SALARY & BENEFITS MANAGEMENT

These files pertain to the administration of benefits and compensation for employees and faculty members of the University.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	· Policy/procedure development, working copies, rough drafts, and final copies related to salary and benefits.
01	General	C+2	C+2	D	· Day files, reference material, and any other documents with short-term value related to salary and benefits.
02	Contracts & Agreements	T/E+2	T/E+12	AS	· Any contracts and agreements related to salary and benefits.
03	Committees, Meetings & Taskforces	C+2	C+5	AS	· Committee/meeting minutes, agendas, appendices related to salary and benefits. · Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+7	D	· Reports & Statistics related to salary and benefits. Includes deduction registers, pension board reports, etc. For Remittance Statements see 460-10 · Payroll registers are retained permanently.
10	Salary Increases	C+5	*	D	· Records related to the administration of merit and cost of living allowance (COLA) increases.
20	Group Insurance	S/O	*	D	· Records related to the management of group insurance plans including health, dental, life, long-term disability, etc.
25	Pension Plans	S/O	*	D	· Records related to the management of pension plans.

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620 LABOUR & EMPLOYEE RELATIONS

These records are related to negotiating employment terms and conditions, and the resulting agreements between the University and unions, associations, and other employee groups.

No.	Secondaries	A	TR	FD	Description & Retention Notes
10	AUPE	S/O	*	AS	. Alberta Union of Provincial Employees agreements, negotiations and arbitrations.
11	ULFA	S/O	*	AS	. University of Lethbridge Faculty Association agreements, negotiations and arbitrations.
12	APO	S/O	*	AS	. Employee manuals for Administrative Professional Officers manuals and consultations
13	Exempt	S/O	*	AS	. Employee manuals for Exempt Support Staff and consultations
14	Executive	S/O	*	AS	. Employee manuals for Executive Directors and consultations
20	Grievances	T/E+2	T/E+12	D	. All matters related to grievances including written grievances, arbitration and mediation, etc. . T/E refers to the date the matter is resolved or abandoned.

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630 EMPLOYEE HEALTH & WELLNESS

Health and Wellness records includes files related to designing and implementing wellness programs, WCB case management, returning to work care, and various wellness assessments. OPR is the **Wellness Program Office**.

No.	Secondaries	A	TR	FD	Description & Retention Notes
10	Ergonomic Assessments	C+2	C+10	D	Records include assessments of workstation suitability and recommended changes.
15	WCB Management	C+2	C+10*	D	Records related to Worker's Compensation Board claims including injury reports, return to work plans, etc.
20	Managed Care	C+2	C+10*	D	Managed care files include medical release forms, medical notes, return to work plans.
25	Wellness Programs	S/O	*	AS	Design and delivery of programs to promote health and wellness

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635 OCCUPATIONAL HEALTH & SAFETY (OH&S)

Records in this primary are related to the safety of employees while on the job. OPR is **Risk & Safety Services**.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	. Policy/procedure development, working copies, rough drafts, and final copies.
01	General	C+2	C+2	D	. Day files, working papers, reference material, and any other documents with short-term value.
02	Contracts & Agreements	T/E+2	T/E+12	AS	. Any contracts and agreements related to the occupational safety.
03	Committees, Meetings & Taskforces	C+2	C+5	AS	. Committee/meeting minutes, agendas, appendices. . Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	. Reports & statistics
10	Hazard Assessments	S/O	*	D	. Assessments/reassessments of work areas for potential hazards.
15	Incident Reports/Investigations	C+2	C+12	D	. Records pertaining to the reporting and subsequent investigation of an accident, injury or safety issue including recommendations and actions to address issues.
20	First Aid	C+2	*	D	. Employee first aid training programs, CPR
25	Safety Training	C+2	*	D	. Records documenting training of staff, records of attendance for group training.
26	Radiation Safety	C+2	P	P	. Records of radiation levels and exposure.
27	Biosafety	C+2	*	D	. Records documenting biological materials and/or hazards.
28	Respiratory Fitness Tests	C+5	P	P	. Employee respiratory fitness test results and release forms. . OPR is the Wellness Program Office .
29	Hearing Tests	C+2	P	P	. Employee hearing test results and release forms. . OPR is the Wellness Program Office .

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700-799 ADVANCEMENT & COMMUNICATIONS

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- 705 [Fundraising](#)
- 750 [Marketing & Promotion](#)
- 775 [Alumni Relations](#)

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700 ADVANCEMENT & COMMUNICATIONS

The records in this block pertain to promoting the University and advancing its interests; activities include soliciting donations, interacting with the public, and maintaining relationships with alumni. Records are retained according to the fiscal year. OPR is **University Advancement**.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	· Policy/procedure development, working copies, rough drafts, and final copies not found elsewhere in this block.
01	General	C+2	C+2	D	· Day files, reference material, and any other documents with short-term value not found elsewhere in this block.
02	Contracts & Agreements	T/E+2	T/E+12	AS	· Any contracts and agreements not found elsewhere in this block.
03	Committees, Meetings & Taskforces	C+2	C+5	AS	· Committee/meeting minutes, agendas, appendices not found elsewhere in this block. · Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	· Reports & statistics not found elsewhere in this block.
10	Public Relations	C+2	*	AS	· Records include press releases, media relations
15	Government Relations	C+2	*	AS	· Records include interactions with government offices to promote the University's priorities

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705 FUNDRAISING

Records in this primary pertain to the solicitation and acquisition of funding for the University, including pledges, grants, donations, and so forth.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	. Policy/procedure development, working copies, rough drafts, and final copies.
01	General	C+2	C+2	D	. Day files, reference material, and any other documents with short-term value.
02	Contracts & Agreements	T/E+2	T/E+12	AS	. Any contracts and agreements related to fundraising.
03	Committees, Meetings & Taskforces	C+2	C+5	AS	. Committee/meeting minutes, agendas, appendices. . Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	. Reports & statistics
10	Endowments	T/E+2	*	AS	. Documentation associated with the creation and maintenance of scholarships and other ongoing gifts to the University. Includes terms of reference.
15	Campaigns	T/E+5	*	AS	. Specific projects related to raising funds for scholarships and University programs.
20	Donors	T/E+2	*	AS	. Profiles of donors and any specifications regarding their donation (e.g. projects they want to support).

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University of Lethbridge Classification System

750 MARKETING & PROMOTION

This primary contains records associated with promoting the interests of the University.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	. Policy/procedure development, working copies, rough drafts, and final copies.
01	General	C+2	C+2	D	. Day files, reference material, and any other documents with short-term value.
02	Contracts & Agreements	T/E+2	T/E+12	AS	. Any contracts and agreements related to marketing and promotion.
03	Committees, Meetings & Taskforces	C+2	C+5	AS	. Committee/meeting minutes, agendas, appendices. . Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	. Reports & statistics related to promoting the University.
10	Visual Identity	S/O+5	*	AS	. Records related to branding, logos, and the appearance of University publications.
15	Publications	S/O	S/O	AS	. Materials published by the University for the purposes of promoting a program, service, or the University in general. Includes Facts Book, brochures, posters, newsletters/magazines, etc.
20	Promotion	C+2	*	AS	. Advertising, visits and tours, and speeches and presentations associated with the promotion of the University.

[700-799](#)

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University of Lethbridge Classification System

775 ALUMNI RELATIONS

Records in this primary pertain to maintaining relationships between the University and its alumni.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	. Policy/procedure development, working copies, rough drafts, and final copies.
01	General	C+2	C+2	D	. Day files, reference material, and any other documents with short-term value.
02	Contracts & Agreements	T/E+2	T/E+12	AS	. Any contracts and agreements related to alumni relations.
03	Committees, Meetings & Taskforces	C+2	C+5	AS	. Committee/meeting minutes, agendas, appendices. . Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	. Reports & statistics related to alumni relations.
10	Awards	C+5	*	AS	. Records related to nominations and selection of annual Honour Society inductees and Alumnus of the Year awards.
15	Events	T/E+5	*	AS	. Alumni event planning files.
20	Alumni Association	C+5	*	AS	. Includes alumni chapter information, activities of the association and selection of the president and other council members.

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University of Lethbridge Classification System

800-899 EVENTS & COMMUNITY SERVICES

- 800 [Events & Community Services](#)
- 805 [Fine Arts Displays & Performances](#)
- 810 [Ceremonies & Events](#)
- 815 [Sports & Recreation](#)

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University of Lethbridge Classification System

800 EVENTS & COMMUNITY SERVICES

Records in this block pertain to community outreach, events, and other University services that are open to the general public.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	· Policy/procedure development, working copies, rough drafts, and final copies not found elsewhere in this block.
01	General	C+2	C+2	D	· Day files, reference material, and any other documents with short-term value not found elsewhere in this block.
02	Contracts & Agreements	T/E+2	T/E+12	AS	· Any contracts and agreements not found elsewhere in this block.
03	Committees, Meetings & Taskforces	C+2	C+5	AS	· Committee/meeting minutes, agendas, appendices not found elsewhere in this block. · Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	· Reports & statistics not found elsewhere in this block.

[800-899](#)

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University of Lethbridge Classification System

805 FINE ARTS DISPLAYS & PERFORMANCES

Records associated with plays, musical performances, exhibitions, and other fine arts activities are stored here. Records are retained according to the **academic year**.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	. Policy/procedure development, working copies, rough drafts, and final copies.
01	General	C+2	C+2	D	. Day files, reference material, and any other documents with short-term value.
02	Contracts & Agreements	T/E+2	T/E+12	AS	. Any contracts and agreements related to displays or performances..
03	Committees, Meetings & Taskforces	C+2	C+5	AS	. Committee/meeting minutes, agendas, appendices. . Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	. Reports & statistics associated with fine arts displays.
10	Theatre Events	C+2	*	AS	. Records around the planning and promotion of plays, concerts and other Fine Arts events. . OPR is the Theatre .
15	Art Gallery Events	C+2	*	AS	. Records related to exhibiting works of art, gallery displays, etc. . OPR is the Art Gallery .

[800-899](tel:800-899)

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University of Lethbridge Classification System

810 CEREMONIES & EVENTS

Event files are classified in this primary. Event files include all matters associated with planning an event or ceremony.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	. Policy/procedure development, working copies, rough drafts, and final copies.
01	General	C+2	C+2	D	. Day files, reference material, and any other documents with short-term value.
02	Contracts & Agreements	T/E+2	T/E+12	AS	. Any contracts and agreements related to ceremonies and events.
03	Committees, Meetings & Taskforces	C+2	C+5	AS	. Committee/meeting minutes, agendas, appendices. . Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	. Reports & statistics associated with event planning.
10	Convocation	C+5	*	AS	. Records related to the documentation of convocation, including recordings and photographs.
15	Installations	C+5	*	AS	. Documents pertaining to the planning and execution of Installations of Presidents, Chancellors, etc. . OPR is Senate's Office .
20	Conferences & Events	C+5	*	AS	. Records related to organizing conferences and/or events for internal or external groups. Includes non-sports summer camps for sport camps see 815-20 . OPR is Conference & Event Services or the organizing/hosting department

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University of Lethbridge Classification System

815 SPORTS & RECREATION

Records in this primary are associated with the provision of recreational programs and services for the public and the University population. Records are retained according to the **fiscal year**. OPR is **Sport & Recreation Services**.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	. Policy/procedure development, working copies, rough drafts, and final copies.
01	General	C+2	C+2	D	. Day files, reference material, and any other documents with short-term value.
02	Contracts & Agreements	T/E+2	T/E+12	AS	. Any contracts and agreements related to sport and recreation services.
03	Committees, Meetings & Taskforces	C+2	C+5	AS	. Committee/meeting minutes, agendas, appendices. . Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	. Reports & statistics pertaining to the provision of recreational services.
10	Membership Questionnaires	C+2	*	D	. Forms filled out by fitness centre members
15	Fitness Assessments	C+2	*	D	. Assessments of member's ability to carry out a physical task
20	Activity Programs	C+2	*	*	. Includes adult, youth and aquatic programs. Also includes youth sport camps.

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University of Lethbridge Classification System

900-999 STUDENT SERVICES

- 900 [Student Services](#)
- 905 [Student Recruitment & Retention](#)
- 910 [Admissions](#)
- 915 [Student Records](#)
- 916 [Undergraduate Student Advising](#)
- 917 [Graduate Student Academic Files](#)
- 920 [Scholarships & Student Finance](#)
- 925 [Career & Academic Services](#)
- 930 [Housing](#)
- 935 [Health & Counselling Services](#)
- 940 [Student Associations](#)
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University of Lethbridge Classification System

900 STUDENT SERVICES

Records in this block pertain to providing services for students, such as housing, counselling, registration, and so forth. Records in this block are retained according to the **academic year** unless otherwise stated.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	· Policy/procedure development, working copies, rough drafts, and final copies not found elsewhere in this block.
01	General	C+2	C+2	D	· Day files, reference material, and any other documents with short-term value not found elsewhere in this block.
02	Contracts & Agreements	T/E+2	T/E+12	AS	· Any contracts and agreements not found elsewhere in this block.
03	Committees, Meetings & Minutes	C+2	C+5	AS	· Committee/meeting minutes, agendas, appendices not found elsewhere in this block. · Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	· Reports & statistics not found elsewhere in this block.

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University of Lethbridge Classification System

905 STUDENT RECRUITMENT & RETENTION

Records associated with recruiting new students are maintained in this primary. OPR is **Enrolment Services**.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	. Policy/procedure development, working copies, rough drafts, and final copies.
01	General	C+2	C+2	D	. Day files, reference material, and any other documents with short-term value.
02	Contracts & Agreements	T/E+2	T/E+12	AS	. Any contracts and agreements related to student recruitment.
03	Committees, Meetings & Minutes	C+2	C+5	AS	. Committee/meeting minutes, agendas, appendices. . Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	. Reports and statistics related to recruiting new students.
10	Recruitment	C+2	*	D	. Records related to recruiting students including high school, international, transfer, etc.
15	Student Orientation	C+2	*	D	. Records related to new student orientations.
20	Student Retention	C+2	*	D	. Records relating to activities targeted at retaining students.

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University of Lethbridge Classification System

910 ADMISSIONS

This primary deals with the day to day operations of Admissions and Registration; governing academic policies regarding admissions and registration are filed under Academic Regulations. OPR is **Admissions**.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	<ul style="list-style-type: none"> Policy/procedure development, working copies, rough drafts, and final copies of policies and procedures related to the daily functions of admissions. For governing policies and procedures see 1005-00.
01	General	C+2	C+2	D	<ul style="list-style-type: none"> Day files, reference material, and any other documents with short-term value.
02	Contracts & Agreements	T/E+2	T/E+12	AS	<ul style="list-style-type: none"> Contracts and agreements related to admissions.
03	Committees, Meetings & Minutes	C+2	C+5	AS	<ul style="list-style-type: none"> Committee/meeting minutes, agendas, appendices. Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	<ul style="list-style-type: none"> Reports & statistics related to admissions Includes enrollment tracking reports
10	Application Files	C+2	C+2	D	<ul style="list-style-type: none"> Includes application form, prior transcripts, letters of reference, etc. Retention period is based on student not attending the U of L. This file becomes the student file if an offer of admission is accepted (see 915-10).
15	Transfer Credit	S/O	*	AS	<ul style="list-style-type: none"> Assessment of courses from other institutions. Includes individual course transfer articulation agreements. For institutional program transfer agreements (e.g. Post-Diploma) see 910-02.

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University of Lethbridge Classification System

915 STUDENT RECORDS

Records in this primary are typically filed by student and include the official academic record as well as programs and services available to students.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	. Policy/procedure development, working copies, rough drafts, and final copies.
01	General	C+2	C+2	D	. Day files, reference material, and any other documents with short-term value.
02	Contracts & Agreements	T/E+2	T/E+12	AS	. Any contracts and agreements related to student records.
03	Committees, Meetings & Minutes	C+2	C+5	AS	. Committee/meeting minutes, agendas, appendices. . Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	. Reports & statistics related to managing student files.
10	Student Record	T/E+1	See notes	D	. Records include application form, acceptance of offer, transcripts, grade change forms, change of address forms, etc. . Retain files for T/E+5 years if the student graduated . . Retain files for T/E+7 years if the student has not graduated . . Retain files T/E+2 years if the student did not attend . . Retain transcripts permanently . . OPR is the Registrar's Office .
15	Disciplinary Files	T/E+2	T/E+12	D	. Files pertaining to academic and non-academic offences. T/E means the resolution of the disciplinary matter.
20	Work Terms	C+1	C+12	D	. Pertains to individual Applied Studies, Co-operative Education, and Internship files . For Education or Health Sciences Practicum files see 916-11 & 13 respectively. . Records Disposition Authority #2006-05 approved on 2008-06-25
25	Accommodated Learning	T/E+5	T/E+15	D	. Individual student files containing records of proof of a student's need for accommodation, subsidies, accommodations made (e.g. tutoring).
30	Native Student Advising	C+5	*	D	. Records associated with advising First Nations, Metis, & Inuit students.
40	International Students	T/E+1	*	D	. Includes student visas, work permits, etc.

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916 UNDERGRADUATE STUDENT ADVISING

This primary is for undergraduate advising files. Advising file retention based on Records Disposition Authority #2006-05 approved 2008-06-25.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	. Policy/procedure development, working copies, rough drafts, and final copies.
01	General	C+2	C+2	D	. Day files, reference material, and any other documents with short-term value.
02	Contracts & Agreements	T/E+2	T/E+12	AS	. Any contracts and agreements related to undergraduate student advising.
03	Committees, Meetings & Minutes	C+2	C+5	AS	. Committee/meeting minutes, agendas, appendices. . Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	. Reports & statistics related to undergraduate student advising.
10	Arts & Science Advising	T/E+1	See notes	D	. Records include grad checks, copies of transcripts, advising advice, etc. . Retain files for T/E+2 years if the student graduated . . Retain files for T/E+10 years if the student has not graduated . . Retain files C+1 year if the student did not attend .
11	Education Advising	T/E+1	T/E+15	D	. Records include grad checks, copies of transcripts, advising advice, etc. . Includes ED2500, PSI, PSII and PSIII practicum placements
12	Fine Arts Advising	T/E+1	See notes	D	. Records include grad checks, copies of transcripts, advising advice, etc. . Retain files for T/E+2 years if the student graduated . . Retain files for T/E+10 years if the student has not graduated . . Retain files C+1 year if the student did not attend .
13	Health Sciences Advising	T/E+1	See notes	D	. Records include grad checks, copies of transcripts, advising advice, practicum placements, etc. . Retain files for T/E+2 years if the student graduated . . Retain files for T/E+7 years if the student has not graduated . . Retain files C+1 year if the student did not attend . . Retain clinical evaluations for C+12 years.
14	Management Advising	T/E+1	See notes	D	. Records include grad checks, copies of transcripts, advising advice, etc. . Retain files for T/E +2 years if the student graduated . . Retain files for T/E +10 years if the student has not graduated . . Retain files C+1 years if the student did not attend .

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917 GRADUATE STUDENT ACADEMIC FILES

This primary is for graduate student academic files maintained in the faculty/school offices.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	. Policy/procedure development, working copies, rough drafts, and final copies.
01	General	C+2	C+2	D	. Day files, reference material, and any other documents with short-term value.
02	Contracts & Agreements	T/E+2	T/E+12	AS	. Any contracts and agreements related to graduate student advising.
03	Committees, Meetings & Minutes	C+2	C+5	AS	. Committee/meeting minutes, agendas, appendices. . Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	. Reports & statistics related to graduate student advising.
10	Graduate Studies	T/E+1	See notes	D	. Records include application, supervisor & program information, thesis proposals & defense, etc. for graduate programs not included elsewhere in this primary. . Retain files for T/E+5 years if the student graduated . . Retain files for T/E+5 years if the student has not graduated . . Retain files T/E+3 years if the student was not admitted. . For Graduate Student Assistantships see 612-10 . . Records Disposition Authority #2006-05. Approval on 2006-06-25
11	Education Graduate Studies	T/E+2	*	D	. Records include application, supervisor & program information, thesis proposals & defense, etc. for Education graduate programs.
12	Management Graduate Studies	T/E+2	*	D	. Records include application, supervisor & program information, thesis proposals & defense, etc. for Management graduate programs

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920 SCHOLARSHIPS & STUDENT FINANCE

Records in this primary are related to assisting students with their financial needs. OPR is the **Scholarships & Student Finance Office**.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	. Policy/procedure development, working copies, rough drafts, and final copies.
01	General	C+2	C+2	D	. Day files, reference material, and any other documents with short-term value.
02	Contracts & Agreements	T/E+2	T/E+12	AS	. Any contracts and agreements related to the administration of scholarships.
03	Committees, Meetings & Taskforces	C+2	C+5	AS	. Committee/meeting minutes, agendas, appendices. . Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	. Reports & statistics
10	Scholarships	C+2	C+7	D	. Records associated with receiving student applications for scholarships, determining student eligibility and selecting the recipients of scholarships. For establishment of scholarships see 705-10 , for payment of scholarships see 405-10 . . Records Disposition Authority #2008-05 approved 2008-06-25

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925 CAREER & ACADEMIC SERVICES

These records pertain to the administration of programs and services that assist students with their academic and career paths.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	. Policy/procedure development, working copies, rough drafts, and final copies.
01	General	C+2	C+2	D	. Day files, reference material, and any other documents with short-term value.
02	Contracts & Agreements	T/E+2	T/E+12	AS	. Any contracts and agreements related to career and academic services.
03	Committees, Meetings & Taskforces	C+2	C+5	AS	. Committee/meeting minutes, agendas, appendices. . Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	. Reports & statistics related to the management of advising programs.
10	Career & Employment Services	C+2	*	D	. Records associated with the provision of career and employment services to students.
15	International Student Services	C+2	*	D	. Records associated with the provision of services for international students, exchange programs and language programs.
20	Academic Writing	C+2	*	D	. Records associated with providing academic writing services to students.

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930 HOUSING

Records in this primary are related to providing housing for students on campus. OPR is **Housing Services**.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	. Policy/procedure development, working copies, rough drafts, and final copies.
01	General	C+2	C+2	D	. Day files, reference material, and any other documents with short-term value.
02	Contracts & Agreements	T/E+2	T/E+12	AS	. Any contracts and agreements related to housing.
03	Committees, Meetings & Taskforces	C+2	C+5	AS	. Committee/meeting minutes, agendas, appendices. . Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	. Reports & statistics related to providing housing.
05	Student Housing Files	T/E+1	T/E+12	D	. Individual files maintained for each student in residence. Includes application, room/roommate assignments. . Records Disposition Authority #2008-10. Approval on 2008-06-25

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935 HEALTH & COUNSELLING SERVICES

Records in this primary are related to providing health care services for students. These records must be maintained confidentially.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	. Policy/procedure development, working copies, rough drafts, and final copies.
01	General	C+2	C+2	D	. Day files, reference material, and any other documents with short-term value.
02	Contracts & Agreements	T/E+2	T/E+12	AS	. Any contracts and agreements related to the provision of health and counselling services.
03	Committees, Meetings & Taskforces	C+2	C+5	AS	. Committee/meeting minutes, agendas, appendices. . Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	. Reports & statistics related to providing health and counselling services.
10	Health Records	T/E+2	T/E+12	D	. Individual health files/records, vaccination consent forms. . T/E refers to the date of last visit. . Records Disposition Authority #2007-03 approved 2008-01-21 . OPR is the Health Centre . . Records retained according to the calendar year .
15	Counselling Records	C+10	C+10	D	. Individual counselling files.
20	Appointment Books	C+2	C+12	D	. Records of physician, massage therapy, chiropractic, physiotherapy, and dietician appointments. . Records Disposition Authority #2007-04 approved 2008-01-21

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University of Lethbridge Classification System

940 STUDENT ASSOCIATIONS

The activities of the Students' Union and associations are documented here.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	. Policy/procedure development, working copies, rough drafts, and final copies.
01	General	C+2	C+2	D	. Day files, reference material, and any other documents with short-term value.
02	Contracts & Agreements	T/E+2	T/E+12	AS	. Any contracts and agreements related to student associations.
03	Committees, Meetings & Taskforces	C+2	C+5	AS	. Committee/meeting minutes, agendas, appendices. . Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	. Reports & statistics related to student associations.
10	Students' Union	C+2	*	AS	. University of Lethbridge Students' Union, includes agreement negotiations and other correspondence
15	Graduate Student Association	C+2	*	AS	. Graduate Student Association, includes negotiations and other correspondence
20	Clubs	C+2	*	AS	. U of L student run clubs and societies.

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945 GRADING & EVALUATION

Records in this block pertain to grading student's work and the provision of examinations. Actual exam materials are the intellectual property of the author, and are not University records.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	. Policy/procedure development, working copies, rough drafts, and final copies.
01	General	C+2	C+2	D	. Day files, reference material, and any other documents with short-term value.
02	Contracts & Agreements	T/E+2	T/E+12	AS	. Any contracts and agreements related to grading and evaluation.
03	Committees, Meetings & Taskforces	C+2	C+5	AS	. Committee/meeting minutes, agendas, appendices. . Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	. Reports & statistics related to grading and evaluating students.
10	Grade Sheets	C+5	P	P	. List of final grades for each student in a class section. Grades are submitted and stored electronically as of Fall 2003. Prior grade sheets are stored on paper. . OPR is the Registrar's Office .
15	Grade Appeals	C+5	*	D	. Records of individual grade appeals, and the decision rendered. . OPR is the Dean's Office of the applicable faculty.

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1000-1099 TEACHING & RESEARCH

- 1000 [Teaching & Research](#)
- 1005 [Academic Regulations](#)
- 1010 [Academic Program Planning & Delivery](#)
- 1030 [Educational Partnerships](#)
- 1040 [Education & Technology Services](#)
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1000 TEACHING & RESEARCH

The records in this block are related to conducting research, academic program development and delivery, and academic regulations. Records in this block are retained according to the **academic year**.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	· Policy/procedure development, working copies, rough drafts, and final copies not found elsewhere in this block.
01	General	C+2	C+2	D	· Day files, reference material, and any other documents with short-term value not found elsewhere in this block.
02	Contracts & Agreements	T/E+2	T/E+12	AS	· Any contracts and agreements not found elsewhere in this block.
03	Committees, Meetings & Taskforces	C+2	C+5	AS	· Committee/meeting minutes, agendas, appendices not found elsewhere in this block. · Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	· Reports & statistics not found elsewhere in this block.

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1005 ACADEMIC REGULATIONS

Records in this primary pertain to the creation and revision of academic regulations. Records include admission and program requirements, criteria for transfer credits, and so forth. OPR is the **Registrar's Office**.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	. Policy/procedure development, working copies, rough drafts, and final copies.
01	General	C+2	C+2	D	. Day files, reference material, and any other documents with short-term value.
02	Contracts & Agreements	T/E+2	T/E+12	AS	. Any contracts and agreements related to academic regulations.
03	Committees, Meetings & Taskforces	C+2	C+5	AS	. Committee/meeting minutes, agendas, appendices. . Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	. Reports & statistics related to the administration of academic regulations.
10	Calendars	C+5	*	AS	. Records include drafts and the finalized calendar.

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1010 ACADEMIC PROGRAM PLANNING & DELIVERY

Records in this primary pertain to designing and managing academic programs.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	. Policy/procedure development, working copies, rough drafts, and final copies.
01	General	C+2	C+2	D	. Day files, reference material, and any other documents with short-term value.
02	Contracts & Agreements	T/E+2	T/E+12	AS	. Any contracts and agreements related to academic program planning and delivery.
03	Committees, Meetings & Taskforces	C+2	C+5	AS	. Committee/meeting minutes, agendas, appendices. . Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	. Reports & statistics
10	Course Proposals	C+5	*	AS	. Records associated with proposing new programs or courses.
15	Curriculum Development	C+5	*	AS	. Records associated with determining the content of courses and programs.
20	Timetables	C+5	*	D	. Schedules of classes, tutorials, labs, and final exams for all University programs.
25	Course Loads	C+2	*	D	. Course loads, schedules, and other records associated with managing instructors' workloads.
30	Program Audits	C+2	*	AS	. Records associated with auditing programs for effectiveness and feasibility.

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1030 EDUCATIONAL PARTNERSHIPS

These records are related to the administration and creation of educational partnerships.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	. Policy/procedure development, working copies, rough drafts, and final copies.
01	General	C+2	C+2	D	. Day files, reference material, and any other documents with short-term value.
02	Contracts & Agreements	T/E+2	T/E+12	AS	. Any contracts and agreements related to educational partnerships, including transfer agreements.
03	Committees, Meetings & Taskforces	C+2	C+5	AS	. Committee/meeting minutes, agendas, appendices. . Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	. Reports & statistics related to educational partnerships.
10	Consortia	C+5	*	AS	. Multi-organizational partnerships for shared services.
15	Partnership Proposals	C+2	*	AS	. Proposed partnerships between the University and other educational institutions.
20	Exchange Programs	C+2	*	AS	. Partnerships for student or faculty exchanges

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1040 EDUCATION & TECHNOLOGY SERVICES

These records are related to the utilization of technology to enhance learning. OPR is the **Teaching Centre**.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	. Policy/procedure development, working copies, rough drafts, and final copies.
01	General	C+2	C+2	D	. Day files, reference material, and any other documents with short-term value.
02	Contracts & Agreements	T/E+2	T/E+12	AS	. Any contracts and agreements related to the provision of education and technology services.
03	Committees, Meetings & Taskforces	C+2	C+5	AS	. Committee/meeting minutes, agendas, appendices. . Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	. Reports & statistics
10	Learning Management Systems	C+5	*	D	. Records relating to learning management systems implemented on campus. E.g. Moodle
15	Fellowship Projects	C+5	*	AS	. Records associated with a project or program developed through a partnership between a faculty member and the Teaching Centre.

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1050 RESEARCH

Records in this primary pertain to conducting and commercializing research. Records are retained according to the **calendar year**. OPR is the **Office of Research Services**.

No.	Secondaries	A	TR	FD	Description & Retention Notes
00	Policies & Procedures	S/O	S/O	AS	. Policy/procedure development, working copies, rough drafts, and final copies.
01	General	C+2	C+2	D	. Day files, reference material, and any other documents with short-term value.
02	Contracts & Agreements	T/E+2	T/E+12	AS	. Contracts and agreements related to research services. For individual research grant contract/agreements see 1050-10
03	Committees, Meetings & Taskforces	C+2	C+5	AS	. Committee/meeting minutes, agendas, appendices. . Records Disposition Authority #2008-14 approved 2008-06-25
04	Reports & Statistics	C+2	C+5	AS	. Reports & statistics related to research.
10	Research Grants	T/E+2	T/E+12	D	. All documentation for a research grant including research proposals, notice of award, award agreement, financial reports, etc. . Declined research proposals are transitory records, and can be destroyed after 1 year.
11	Human Subject Protocols	T/E+2	T/E+12	D	. Ethical requirements and stipulations for University scientists conducting research on people.
12	Animal Welfare Protocols	T/E+2	T/E+12	D	. Ethical requirements and stipulations for University scientists conducting research on animals.
15	Intellectual Property & Commercialization	C+5	*	AS	. Records related to protecting intellectual property, technology transfer, and commercialization e.g. patents.
20	Research Partnerships	T/E+2	*	AS	. Includes files related to the establishment and maintenance of research centres, institutes, and partnerships.

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