

Faculty of Medicine and Dentistry Recommended Retention and Disposal Schedule

<u>Record Types</u>	Recommended Retention period by Faculty	Archive (A) Archive-Selective Retention (A – SR) Destroy (D)	
<i>Common Administrative Records</i>			
Administrative			
Business plans	C + 2	A	
Organization charts	C + 2	A	
Committees and meetings	C + 2	A	
Committees and meetings with official copy elsewhere (e.g. CHA)	C	D	
Associations and societies	C + 2	A	
Accreditation	C + 7	A	
Information exchange with others organizations	C + 2	D	
Information and records mgmt	C + 2	D	
Administrative reports	C + 2	A	
Office services	C + 2	D	
Computer systems	C + 2	D	
Telecommunications	C + 2	D	
Travel and security	C + 2	D	
Buildings and Properties			
Maintenance, repair, renovation, and use including:	C + 2	D	
Occupancy plans	C + 2	D	
Requests	C + 2	D	
Parking and utilities	C + 2	D	
Planning and development records	C + 2	A	

Equipment and supplies			
Equipment	C + 2	D	
Services and supplies records for records relating to procurement, use, maintenance and disposal of materials, equipment and supplies including:	C + 2	D	
Tender documents	C	D	
Requests for proposal	C + 2	D	
Quotations	C + 2	D	
Asset control	C + 2	D	
Inventories	C + 2	A	
Financial Administration			
Financial management and planning	T + 3	A	
Accounting	T + 3	D	
Planning	T + 3	A	
Contracts	T + 3	A	
Estimates and budgets	T + 3	A	
Revenue expenses	T + 3	D	
Capital assets	T + 3	A	
Financial reports and statistics	T + 3	D	
Insurance and taxation	T + 3	D	
Audit records	T + 3	D	
Personnel			
		Dean's Office	Depts and Units
Academic Personnel Records	T + 10	SR - D	A - SR
Awards and recognition	T + 2	A	A
Reports and statistics	T + 2	D	D
Studies and surveys	T + 2	D	D
Support Personnel Records	T + 3	D	D

<i>Common Operational Records</i>			
Communications			
Public Interest Announcements including:	C + 1	D	
News releases	C + 1	A	
Media relations	C + 1	D	
Speeches	C + 1	A	
Events planning	C + 1	D	
Publications	C + 1	A - SR (2 copies of each)	
Displays	C + 1	D	
Annual reports	C + 1	A	
Development and Fundraising			
<u>Alumni relations:</u>			
Description of projects	C + 1	D	
Campaigns and support provided by alumni organizations	C + 1	D	
Individual donor case records	C + 1	D	
Records relating to outside organizations	C + 1	A - SR	
<u>Foundations:</u> records relating to charitable organizations	C + 1	A - SR	
Legal Records			
Acts, statues, regulations, bylaws including working papers or rough drafts of proposed or new or amended legislation, legal agreements, decisions, rulings, order, directives and opinions, including university employee investigations and litigation	C + 7	A	

files, affiliation agreements			
Research			
<u>Ethical Matters</u>			
including animal care in testing environments or environmental issues, records documenting ethical approval of research involving humans, animals and bio-safety	C+2	A	
<u>Fellowships</u>			
applications, evaluations, awarding of fellowships- post doctoral and general, includes records on the individual fellowships awarded	C + 2	D	
<u>Grants and Projects</u>			
including grant proposals and applications, evaluation and awarding of grants for research, records of individual grants awarded and information on donors and recipients of grants	C + 2	D	
<u>Institutes (Original Records)</u>			
records relating to specialized institutes both short-term and permanent, operated and/or sponsored by the various groups and individuals within the university	C + 2	A	
proceedings and summary reports	C + 2	D	
program and research records	C + 2	D	
mailing lists	C + 2	D	
brochures	C + 2	A - SR (2copies each)	

advertising copy	C + 2	D	
planning documents	C + 2	A	
<u>Laboratories</u>			
operation of labs within the university, including experiments, surveys, data files and test results	C + 2	D	
Student Services			
<u>Financial Aid:</u>			
Bursaries	T + 10	D	
Loans	T + 10	D	
Grants	T + 10	D	
Correspondence with sponsoring organizations, policies, procedures, rules and regulations respecting various programs	T + 10	D	
Program case files	T + 10	A - SR	
Student case files	T + 10	A - SR	
<u>Student Employment</u>			
Programs available including work study, teaching assistantships and research assistantships including case files of individual employment programs as well as student placement records	R + 5	D	
Teaching Programs			
<u>Advising</u>			
records relating to program and course advising function and process provided to prospective students by department and faculties	C + 3	D	

<u>Clinics</u>			
Specialized clinics and services provided by the university as a community or public service. May or may not be part of academic programs providing students with field training experience, includes client files, program planning and operational data, correspondence and statistics	C + 2	D	
<u>Course evaluations</u>			
includes forms, administrative procedures and policy, as well as student evaluation summaries	C + 2	D	
<u>Scheduling/Timetable</u>			
Records relating to the programming and scheduling of programs and courses	C + 5	D	
<u>Program Development and Review</u>			
Records relating to the content of programs and courses including the specific information about the individual course offerings.	C + 5	A	
<u>Lecture Series</u>			
Records relating to the development and history of special lectures and continuing lectureships devoted to a variety of topics or disciplines operated and/or sponsored by the University	C + 3	A	

Undergraduate Student Records			
<u>Admissions</u>			
Records relating to the process of evaluation and admission or readmission or refusal	R + 5 C + 2 (denial)	D	
<u>Appeals</u>			
Records relating to the process of appeals of decisions made about students	C + 3	A	
<u>Awards, Scholarships and Prizes</u>			
Records relating to the evaluation and granting of awards to students	R + 5	A - SR	
<u>Discipline</u>			
Records relation to the process of student discipline	R + 5	A - SR	
<u>Grades</u>			
Records relating to examinations and the recording of grades	R + 5	D	
<u>Registration</u>			
Records relating to the process of student registration for courses	R + 5	D	
<u>Students Records</u>			
All documentation relating to individual students	R + 5	A - SR	

Postgraduate Medical Student Records			
<u>Appeals</u>			
Records relating to the process of appeals of decisions made about students	C + 3	A - SR	
<u>Awards, Scholarships and Prizes</u>			
Records relating to the evaluation and granting of awards to students	R + 5	A - SR	
<u>Discipline</u>			
Records relating to the process of student discipline	C + 3	A - SR	
<u>Evaluations</u>			
Records relating to the process of student evaluations	R + 5 C + 2(denied)	A - SR	
<u>Students Records</u>			
All documentation relating to individual students (Resident Files)	C+3	A	
Graduate Student Records			
<u>Admissions</u>			
Records relating to the process of evaluation and admission or readmission or refusal	R + 5 C + 2 (Denial)	A - SR	

<u>Appeals</u>			
Records relating to the process of appeals of decisions made about students	C + 3	A - SR	
<u>Awards, Scholarships and Prizes</u>			
Records relating to the evaluation and granting of awards to students	R + 5	A - SR	
<u>Discipline</u>			
Records relation to the process of student discipline	C + 3	A - SR	
<u>Grades</u>			
Records relating to examinations and the recording of grades	R + 5	D	
<u>Registration</u>			
Records relating to the process of student registration for courses	R + 5	D	
<u>Students Records</u>			
All documentation relating to individual students	R + 5	A - SR	
<i>Other Operational Records</i>			

T = termination of transaction, which relates to documents which must be retained until the legal completion of a contract or an administrative transaction

A = permanent, which is the practice of the official record holder to retain a document on-site or in archives on a permanent basis.

A-SR = Archives-Selective Retention. Archives should be called to select certain records for permanent preservation.

C = current year

R = year of latest registration

U = until updated

NOTE: 1) Section 34 (b) of the Province of Alberta's Freedom of Information and Protection of Privacy Act states, "If an individual's personal information will be used by a public body to make a decision that directly affects the individual, the public body must retain the personal information for at least one year after using it so that the individual has a reasonable opportunity to obtain access to it".

2) One may want to consult the Manual of Administrative Policies, Procedures and Services Volume III, Section 160, Subject 3. This provides some general document retention and disposal guidelines.