**Records Inventory Checklist, 22 November 2019**

Notes:

* “Draft schedule” means that a draft retention schedule is available from the University Records Manager. These drafts will be added to the Records Management website as they are completed.
* Records classes which are unique to a small number of units have been excluded from the checklist. Contact the University Records Manager if you do not find an appropriate class for a category of your records.
* If the records class entry states “copies” then only one University unit is responsible for the records, as indicated in the records retention schedule. For example *GV55 Senate* records are the responsibility of the Secretariat, but Senate members will have their own copies of minutes: these are transitory records which should be disposed on when they are no longer needed.

| **Record Class** | **Record type or sub-category** | **Description** | **Date Range (in years)** | **Formats, Media, Info System or Application** | **Location** | **Retention Period** |
| --- | --- | --- | --- | --- | --- | --- |
| **Administration** |  |  |  |  |  |  |
| AD10 Program & Service Management (Draft schedule) |  |  |  |  |  |  |
| AD15 Office Management & Support (Draft schedule) |  |  |  |  |  |  |
| AD20 Administrative Committees |  |  |  |  |  |  |
| AD30 Planning & Review (Draft schedule) |  |  |  |  |  |  |
| AD40 Policies, Procedures, & Guidelines (Draft schedule) |  |  |  |  |  |  |
| AD45 Organization (Draft schedule) |  |  |  |  |  |  |
| AD50 University Risk Management & Internal Audit (Draft schedule) |  |  |  |  |  |  |
| AD55 Insurance (Draft schedule) |  |  |  |  |  |  |
| AD60 Legal Advice & Services (Draft schedule) |  |  |  |  |  |  |
| AD65 Notarized Documents, Sworn Affidavits & Declarations |  |  |  |  |  |  |
| AD70 Legal Proceedings (Draft schedule) |  |  |  |  |  |  |
| **Campus Services** |  |  |  |  |  |  |
| CS10 Housing/Residence Management & Services (Draft schedule) |  |  |  |  |  |  |
| CS20 Athletics & Recreation (Draft schedule) |  |  |  |  |  |  |
| CS30 Food Services (Draft schedule) |  |  |  |  |  |  |
| CS40 Print & Retail Services (Draft schedule) |  |  |  |  |  |  |
| CS50 WatCard (Draft schedule) |  |  |  |  |  |  |
| CS60 Mail, Courier, & Shipping Services (Draft schedule) |  |  |  |  |  |  |
| CS70 Parking (Draft schedule) |  |  |  |  |  |  |
| **University Relations & Advancement** |  |  |  |  |  |  |
| UR10 Public Relations & Communications (Draft schedule) |  |  |  |  |  |  |
| UR20 Convocation (Draft schedule) |  |  |  |  |  |  |
| UR30 Event, Activity & Conference Management (Draft schedule) |  |  |  |  |  |  |
| UR40 Activities & Programs for Young People (Draft schedule) |  |  |  |  |  |  |
| UR45 Activities & Programs for Young People, Case Files (Draft schedule) |  |  |  |  |  |  |
| UR50 Alumni Relations & Services (Draft schedule) |  |  |  |  |  |  |
| UR60 Advancement & Development Services (Draft schedule) |  |  |  |  |  |  |
| UR70 Alumni & Donor Case Files (Draft schedule) |  |  |  |  |  |  |
| UR80 Government Relations (Draft schedule) |  |  |  |  |  |  |
| UR90 Inter-Institutional Relations (Draft schedule) |  |  |  |  |  |  |
| **Finance** |  |  |  |  |  |  |
| FN12 Accounts Payable |  |  |  |  |  |  |
| FN15 Purchasing Card Transactions |  |  |  |  |  |  |
| FN20 Revenues & Accounts Receivable |  |  |  |  |  |  |
| FN30 Banking & Cash Administration (copies) |  |  |  |  |  |  |
| FN70 Procurement & Purchasing (copies) |  |  |  |  |  |  |
| **Governance** |  |  |  |  |  |  |
| GV25 Board of Governors (copies) |  |  |  |  |  |  |
| GV30 Board of Governors Committees (copies) |  |  |  |  |  |  |
| GV55 Senate (copies) |  |  |  |  |  |  |
| GV60 Senate Committees & Councils (copies) |  |  |  |  |  |  |
| **Human Resources** |  |  |  |  |  |  |
| HR07 Appointments (Academic Administrative Officers) |  |  |  |  |  |  |
| HR08 Appointments (non-Regular) |  |  |  |  |  |  |
| HR10 Appointments (Regular Faculty) |  |  |  |  |  |  |
| HR12 Appointments (Regular Staff) |  |  |  |  |  |  |
| HR18 Awards & Recognition |  |  |  |  |  |  |
| HR20 Employment Files (Other Faculty) |  |  |  |  |  |  |
| HR22 Employment Files (Regular Faculty) |  |  |  |  |  |  |
| HR24 Employment Files (Regular Staff) |  |  |  |  |  |  |
| HR26 Employment Files (Research/Teaching Assistants, Postdoctoral Fellows) |  |  |  |  |  |  |
| HR28 Employment Files (Temporary/Casual Staff) |  |  |  |  |  |  |
| HR36 Performance Appraisal (Staff) (copies) |  |  |  |  |  |  |
| HR38 Tenure & Promotion |  |  |  |  |  |  |
| HR43 Discipline (Faculty) Case Files |  |  |  |  |  |  |
| HR45 Discipline (Staff) Case Files |  |  |  |  |  |  |
| HR48 Discipline Resolution & Grievances |  |  |  |  |  |  |
| HR82 Vacation Records |  |  |  |  |  |  |
| HR95 Scholarly/Professional Visitors & Volunteers |  |  |  |  |  |  |
| **Health, Safety, & Security** |  |  |  |  |  |  |
| HS04 Conflict & Unethical Behaviour Case Files (copies) |  |  |  |  |  |  |
| HS07 Human Rights Complaint Files (copies) |  |  |  |  |  |  |
| HS12 Emergency/Safety Plans & Programs |  |  |  |  |  |  |
| HS40 Activities/Events Risk Management |  |  |  |  |  |  |
| HS47 Health & Safety Assessments (copies) |  |  |  |  |  |  |
| HS48 Health & Safety Committees (copies) |  |  |  |  |  |  |
| HS49 Health & Safety Reviews (copies) |  |  |  |  |  |  |
| HS50 Health & Safety Training Materials (copies) |  |  |  |  |  |  |
| HS52 Injury/Accident Reports (copies) |  |  |  |  |  |  |
| HS60 Workplace Inspections |  |  |  |  |  |  |
| **Research Management** |  |  |  |  |  |  |
| RS05 Contracts, Agreements, & Licenses (Research) (copies) |  |  |  |  |  |  |
| RS10 External Research Grants & Awards (copies) |  |  |  |  |  |  |
| RS15 Internally Adjudicated Research Grants & Awards |  |  |  |  |  |  |
| RS20 Sponsored Research Administration (copies) |  |  |  |  |  |  |
| RS50 Animal Use in Teaching & Research |  |  |  |  |  |  |
| RS55 Human Research Ethics Clearance |  |  |  |  |  |  |
| RS60 Research Misconduct Investigations |  |  |  |  |  |  |
| **Students** |  |  |  |  |  |  |
| ST10 Applications for Admission |  |  |  |  |  |  |
| ST15 Prospective Students |  |  |  |  |  |  |
| ST18 Student Recruitment Activities |  |  |  |  |  |  |
| ST25 Scholarships, Bursaries, & Awards |  |  |  |  |  |  |
| ST28 Scholarships, Bursaries, & Awards Case Files |  |  |  |  |  |  |
| ST35 Unsuccessful Financial Aid & Award Applications |  |  |  |  |  |  |
| ST40 Diplomas & Certificates |  |  |  |  |  |  |
| ST42 Document Requests |  |  |  |  |  |  |
| ST60 Grade/Course Credit Submission |  |  |  |  |  |  |
| ST62 Grade Revisions |  |  |  |  |  |  |
| ST65 Student Files, Graduate |  |  |  |  |  |  |
| ST68 Student Files, Undergraduate |  |  |  |  |  |  |
| ST80 Student Appeals Case Files |  |  |  |  |  |  |
| ST85 Student Discipline Case Files |  |  |  |  |  |  |
| ST88 Student Grievances Case Files |  |  |  |  |  |  |
| **Teaching & Learning** |  |  |  |  |  |  |
| TL05 Academic Calendars |  |  |  |  |  |  |
| TL10 Accreditation |  |  |  |  |  |  |
| TL15 Graduate Program Review |  |  |  |  |  |  |
| TL18 Undergraduate Program Review |  |  |  |  |  |  |
| TL27 Course Catalog |  |  |  |  |  |  |
| TL30 Class Enrolment |  |  |  |  |  |  |
| TL32 Course Evaluation |  |  |  |  |  |  |
| TL35 Course Outlines |  |  |  |  |  |  |
| TL38 Course Management (draft schedule) |  |  |  |  |  |  |
| TL52 Examination Administration |  |  |  |  |  |  |
| TL55 Examination Papers & Course Assignments |  |  |  |  |  |  |
| TL60 Instructors' Grade Records |  |  |  |  |  |  |
| TL70 Exchange Programs |  |  |  |  |  |  |
| TL72 Internships & Practica |  |  |  |  |  |  |
| TL80 Examination Schedules |  |  |  |  |  |  |
| TL82 Schedule of Classes |  |  |  |  |  |  |