AD15 – Office Management & Support [DRAFT]

Records of general office operations and administrative support activities necessary for daily operations of the unit.

**Content & Scope**

The records include: mailing and distribution lists; routine, one-time communications (e.g., email, voicemail) with individuals or external organizations which are not required to document the unit’s programs or service delivery; office and individual appointment calendars; faculty and staff contact lists; records of staff meetings concerning routine administrative matters; room bookings; forms design and management, etc.

This class excludes records of academic department meetings.

**Related Records**

- For records of communications with individuals or organizations which become extended exchanges concerning the unit’s activities or responsibilities, see **AD05 – Program & Service Management**.
- For records of academic department meetings, see **AD30 – Administrative Committees**.

**Responsible Unit**

All units.

**Information Confidentiality Classification**

- Restricted: communications with individuals and other records (e.g., mailing lists) containing the personal information of students, employees, or members of the public.
- Confidential: all other records.

**Retention**

Minimum of 1 year and no more than 2 years after last action (units must document the specific retention period within this range that they are using for their records).

**Notes:**

- Some records may be retained until superseded or obsolete, as templates or models for updated records.
- Anonymized data derived from these records may be retained until superseded or obsolete.

**Disposition**

Secure destruction.

**Authority**

Retention Rationale

The retention is based on operational use and R.R.O. 1990, Reg. 460, s. 5 (1), which requires that "personal information that has been used by an institution shall be retained by the institution for at least one year after use unless the individual to whom the information relates consents to its earlier disposal."

Under Review Date

28 August 2019