COMMUNICATIONS & PUBLIC RELATIONS

COMMUNICATIONS: Various publication and events records.

PERSONAL INFORMATION BANKS

CONFERENCE, ADDRESSES, SPEECHES
Location: Department of University Communications
Legal Authority: Carleton University Act, 1957
Information Maintained: name, address, phone, email, educational history, employment history, contents of address/speech
Uses: To maintain a record of speeches and addresses given at Carleton.
Users: Department of University Communications
Individuals in Bank: individuals who have given public addresses at Carleton.
Retention & Disposal: varied/to be determined

INFORMATION: Records pertaining to internal and external publications, academic publications, media relations, marketing and publicity.

PERSONAL INFORMATION BANKS

REPROGRAPHY
Location: Department of University Communications, all faculties and departments
Legal Authority: Carleton University Act, 1957
Information Maintained: name, phone, email, education/employment history, program/course information, marital/family status, release permission for photo publishing and reproduction
Uses: To maintain a record of all images collected by the University for internal and external promotions and to maintain release permission forms from any individuals photographed.
Users: Department of University Communications, all faculties and departments
Individuals in Bank: students, staff, faculty
Retention & Disposal: varied/to be determined

TELECOMMUNICATIONS: Records of business contact information for the staff and faculty of the university.

LIBRARY & ARCHIVES: Records of donors, content, acquisitions, holdings, and information available to the public.

PERSONAL INFORMATION BANKS

USER INFORMATION
Location: Carleton Archives
Legal Authority: Carleton University Act, 1957
Information Maintained: name, address, phone, email, affiliated organization/institution/company name, purpose of research, materials requested, number of files retrieved, publication plans, status (i.e. student, staff, alumni, etc.)
Uses: To maintain a record of research requests for statistical and budgetary purposes.
Users: Carleton Archives
Individuals in Bank: individuals conducting research through the Archives.
Retention & Disposal: varied/to be determined

AUDIO-VISUAL AND COMPUTER: Records of audio-visual equipment, software, systems management, and websites.