

CARLETON UNIVERSITY RECORDS RETENTION SCHEDULE

SECTION 11: TEACHING

VERSION 4.0

UPDATED APRIL 30, 2019



Corporate
Archives

CARLETON UNIVERSITY

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Section 11:

Teaching

T = Trigger (Refer to Retention Trigger Description Column to determine what "triggers" the move from active to inactive storage);

P = Permanent Retention

D = Destruction

AR = Archival Review Required.

TEA-00	ACCREDITATION	TEACHING	CURS 2019-04
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DESCRIPTION:
 Consists of records relating to obtaining and maintaining accreditation for University programs from external organizations, board and associations.

OFFICE OF PRIMARY RESPONSIBILITY:	Applicable unit.
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# OF YEARS ACTIVE:	T
TRIGGER:	Until superseded.
# OF YEARS INACTIVE:	10
FINAL DISPOSITION:	AR (selective retention by Corporate Archives).

RETENTION RATIONALE:	Retention based on anticipated operational use.
FILING NOTES:	None.

T = Trigger (Refer to Retention Trigger Description Column to determine what "triggers" the move from active to inactive storage);
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TEA-01	COURSES AND CURRICULUM	TEACHING	CURS 2019-04
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DESCRIPTION:
 Consists of records relating to the management and administration of courses in degree programs. Records may include syllabi, course descriptions and outlines, course requests and proposals, grading schemes and grade reporting and correspondence.

OFFICE OF PRIMARY RESPONSIBILITY:	Faculty and departmental units.
	Applicable faculty member/instructor.

# OF YEARS ACTIVE:	T
TRIGGER:	Until end of academic year.
# OF YEARS INACTIVE:	10
FINAL DISPOSITION:	AR (Selective retention by Corporate Archives).

RETENTION RATIONALE:	Retention based on anticipated operational use.
FILING NOTES:	None.

T = Trigger (Refer to Retention Trigger Description Column to determine what "triggers" the move from active to inactive storage);
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 D = Destruction
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TEA-02	STUDENT ASSIGNMENTS AND EXAMINATIONS	TEACHING	CURS 2019-04
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DESCRIPTION:
 Consists of records relating to student assignments and examination material that is unclaimed by students. Records may include exams, quizzes, student papers, and thesis defense results.

OFFICE OF PRIMARY RESPONSIBILITY: Faculty and departmental units.

# OF YEARS ACTIVE:	T
TRIGGER:	Until end of academic year.
# OF YEARS INACTIVE:	1
FINAL DISPOSITION:	D

RETENTION RATIONALE:	Retention based on anticipated operational use. Materials used for an appeal process cannot be destroyed until said process is exhausted.
	Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F31
FILING NOTES:	None.

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 D = Destruction
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TEA-03	PROGRAM REVIEW	TEACHING	CURS 2019-04
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DESCRIPTION:
 Consists of records relating to internal and external reviews of academic programs. These records may include self-studies, background supporting documentation, reports and related correspondence.

OFFICE OF PRIMARY RESPONSIBILITY: Office of the Vice-President (Academic)

# OF YEARS ACTIVE:	T
TRIGGER:	Until file closed.
# OF YEARS INACTIVE:	See filing notes.
FINAL DISPOSITION:	AR (Selective retention by Corporate Archives).

RETENTION RATIONALE:	Retention based on anticipated operational use.
FILING NOTES:	Records should be maintained for 2 review periods for cyclical reviews.
	Records should be maintained in office for 7 years for ad hoc reviews.

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 AR = Archival Review Required.

TEA-04	SCHEDULING AND ENROLMENT	TEACHING	CURS 2017-06
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DESCRIPTION:
 Consists of records relating to curriculum coordination and scheduling of courses in degree programs, course calendars, and timetables. Records may include course preference forms, course selections, enrolment forecasts, course lists by term, room allocation, documentation concerning the creation of course calendars and correspondence.

OFFICE OF PRIMARY RESPONSIBILITY:	Office of the Vice-President (Students and Enrolment)
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# OF YEARS ACTIVE:	T
TRIGGER:	Until end of academic year.
# OF YEARS INACTIVE:	7
FINAL DISPOSITION:	D

RETENTION RATIONALE:	Retention based on anticipated operational use.
FILING NOTES:	None.

T = Trigger (Refer to Retention Trigger Description Column to determine what "triggers" the move from active to inactive storage);
 P = Permanent Retention
 D = Destruction
 AR = Archival Review Required.

TEA-05	PEDAGOGY	TEACHING	CURS 2017-06
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DESCRIPTION:
 Consists of records relating to the implementation and administration of programs to improve student learning through effective teaching, course design, use of technology and student assessment. Records may include reports, guides, and correspondence.

OFFICE OF PRIMARY RESPONSIBILITY:	Faculty and departmental units.
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# OF YEARS ACTIVE:	T
TRIGGER:	Until last action.
# OF YEARS INACTIVE:	5
FINAL DISPOSITION:	AR (Selective retention by Corporate Archives).

RETENTION RATIONALE:	Retention based on anticipated operational use.
FILING NOTES:	None.

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