

CARLETON UNIVERSITY RECORDS RETENTION SCHEDULE

SECTION 10: STUDENTS

VERSION 4.0

UPDATED APRIL 30, 2019



Corporate
Archives

CARLETON UNIVERSITY

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Section 10:

Students

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.

STU-00	ACADEMIC RECORDS	STUDENTS	CURS 2017-06
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<p>DESCRIPTION: Consists of records relating to undergraduate and graduate students admitted and registered at Carleton University. Records may include general information about the student, advanced standing/transfer credit granted, transcripts and course outlines from other institutions, faculty transfer confirmations, course withdrawal forms, petition decision letters, academic progress records, courses taken, results by course, registration contracts, copies of immigration status, records of academic awards or honours, and Carleton transcripts and degree conferrals.</p>
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OFFICE OF PRIMARY RESPONSIBILITY:	Registrar's Office
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# OF YEARS ACTIVE:	0
TRIGGER:	
# OF YEARS INACTIVE:	0
FINAL DISPOSITION:	P

RETENTION RATIONALE:	Identified records must be retained permanently in order to maintain an accurate academic history of each student.
FILING NOTES:	For more information about how to maintain academic records please contact the Registrar's Office.

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.

STU-01	STUDENT APPLICANTS	STUDENTS	CURS 2017-06
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DESCRIPTION:
 Consists of records of applications for admission to Carleton University undergraduate programs. Records may include applications, supporting documentation, portfolio materials, standardized test scores (TOEFL, LSAT, SAT), final decisions of admission committees, appeals, file analysis documents and correspondence.

OFFICE OF PRIMARY RESPONSIBILITY:	Registrar's Office
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# OF YEARS ACTIVE:	T
TRIGGER:	Enrollment
# OF YEARS INACTIVE:	0
FINAL DISPOSITION:	(See filing notes)

RETENTION RATIONALE:	Retention based on operational use.
FILING NOTES:	Records should be transferred to the student's academic record when they are enrolled. See STU-00 for more information on how to maintain academic records.

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.

STU-02	DISCIPLINE	STUDENTS	Pending Approval
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DESCRIPTION:
 Consists of records relating to student involvement with the University's non-academic code of behavioural conduct. Records may include complaints, submissions, interview notes, hearing documents, security reports, decisions, agreements, appeals documentation, correspondence and related documentation.

OFFICE OF PRIMARY RESPONSIBILITY: Office of the Associate Vice-President – Students and Enrolment

# OF YEARS ACTIVE:	T
TRIGGER:	Graduation of student.
# OF YEARS INACTIVE:	7
FINAL DISPOSITION:	D

RETENTION RATIONALE: Retention based on anticipated operational use.

FILING NOTES: Note that the University Secretary and the Director of Student Affairs are involved with the process of enforcing and appealing the non-academic code of behavioural contact.

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 P = Permanent Retention
 D = Destruction
 AR = Archival Review Required.

STU-03	FINANCIAL ASSISTANCE (STUDENTS)	STUDENTS	CURS 2017-06
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<p>DESCRIPTION: Consists of records relating to financial aid, Ontario Student Assistance Program (OSAP), scholarships, bursaries and awards. Records may include copies of financial records, signature forms, approved gift agreements, award proposals, requirements for eligibility of awards and correspondence.</p>

OFFICE OF PRIMARY RESPONSIBILITY:	Student Services – Awards and Financial Aid
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# OF YEARS ACTIVE:	T
TRIGGER:	Until last action.
# OF YEARS INACTIVE:	7
FINAL DISPOSITION:	D

RETENTION RATIONALE:	Records relating to financial matters must be kept for 7 years to satisfy accounting and audit requirements.
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.

STU-04	INTERNSHIPS	STUDENTS	CURS 2017-06
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DESCRIPTION:
 Consists of records relating to the administration and organization of exchange programs, practicums, internships or experiential learning. Records may include exchange agreements, requirements, application procedures and correspondence.

OFFICE OF PRIMARY RESPONSIBILITY:	Carleton International
	International Student Services Office

# OF YEARS ACTIVE:	T
TRIGGER:	Until completion.
# OF YEARS INACTIVE:	7
FINAL DISPOSITION:	AR

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.

STU-05	RECRUITMENT (OF STUDENTS)	STUDENTS	CURS 2017-06
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DESCRIPTION:
 Consists of records relating to promotional activities for the purpose of recruiting new students to Carleton University such as open houses, tours, participation in information fairs and functions. Records may include correspondence, planning records, schedules and records used to track potential applicants.

OFFICE OF PRIMARY RESPONSIBILITY:	Undergraduate Admissions
	Graduate Admissions
	Unit responsible for student recruitment

# OF YEARS ACTIVE:	T
TRIGGER:	Until file closed.
# OF YEARS INACTIVE:	7
FINAL DISPOSITION:	AR

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.

STU-06	ACCOMMODATIONS (ACCESS/DISABILITIES)	STUDENTS	CURS 2017-06
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DESCRIPTION:
 Consists of records relating to academic accommodations programs, evaluations by health practitioners, liaising with faculty and departments, and various student support services. These services may include note taking assistance, adaptive equipment loans and sign language interpretation.

OFFICE OF PRIMARY RESPONSIBILITY:	Paul Menton Centre
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# OF YEARS ACTIVE:	T
TRIGGER:	Until file closed.
# OF YEARS INACTIVE:	10
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.

STU-07	ADVISING (OF STUDENTS)	STUDENTS	CURS 2017-06
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DESCRIPTION:
 Consists of records relating to academic and non-academic support programs, financial education programs, community development programs and services such as mediation, problem solving and crisis intervention, dispute resolution, orientation, training and social activities. Student support services may also include academic advising.

OFFICE OF PRIMARY RESPONSIBILITY:	Student Services
	Unit responsible for applicable support services.

# OF YEARS ACTIVE:	T
TRIGGER:	Until last action.
# OF YEARS INACTIVE:	5
FINAL DISPOSITION:	AR

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.

STU-08	EMPLOYMENT AND CAREERS (STUDENTS)	STUDENTS	CURS 2017-06
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DESCRIPTION:
 Consists of records relating to career counselling, questionnaires, diagnostic tests and job search assistance information.

OFFICE OF PRIMARY RESPONSIBILITY:	Carleton University Co-op Office
	Applicable Unit.

# OF YEARS ACTIVE:	T
TRIGGER:	Until last action.
# OF YEARS INACTIVE:	5
FINAL DISPOSITION:	AR

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.

STU-09	EXCHANGE STUDENTS	STUDENTS	CURS 2017-06
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DESCRIPTION:
 Consists of records relating to the administration and organization of exchange programs, practicums, internships or experiential learning. Records may include exchange agreements, requirements, application procedures, exchange contacts and correspondence.

OFFICE OF PRIMARY RESPONSIBILITY:	International Student Services Office
	Units responsible for applicable practicums, internships and/or experiential learning

# OF YEARS ACTIVE:	T
TRIGGER:	Until end of program.
# OF YEARS INACTIVE:	10
FINAL DISPOSITION:	AR

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.

STU-10	INTERNATIONAL STUDENTS	STUDENTS	CURS 2017-06
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DESCRIPTION:
 Consists of records relating to the administration of services for international students. Records may include memoranda of understanding, objectives, lists of participating institutions, lists of student participants, conditions and procedures (registration, assistance, insurance, troubleshooting etc.)

OFFICE OF PRIMARY RESPONSIBILITY:	International Student Services Office
	Units providing services to international students

# OF YEARS ACTIVE:	T
TRIGGER:	Until last action.
# OF YEARS INACTIVE:	5
FINAL DISPOSITION:	AR

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.

STU-11	DIVERSITY AND INCLUSION	STUDENTS	CURS 2017-06
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DESCRIPTION:
 Consists of records relating to anti-racism, equity, human rights and visible minorities concerning students. These records may include complaints, resource documentation, related employment files, accommodations and related correspondence.

OFFICE OF PRIMARY RESPONSIBILITY:	Equity Services
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# OF YEARS ACTIVE:	T
TRIGGER:	Until file closed.
# OF YEARS INACTIVE:	5
FINAL DISPOSITION:	AR

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.

STU-12	ORIENTATION (OF STUDENTS)	STUDENTS	CURS 2017-06
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DESCRIPTION:
 Consists of records relating to orientation activities for new students. Records may include budget, registration and attendance lists, publicity, photographs and recordings, administrative logistics and correspondence.

OFFICE OF PRIMARY RESPONSIBILITY:	Student Experience Office
	Unit responsible for applicable event.

# OF YEARS ACTIVE:	T
TRIGGER:	Until last action.
# OF YEARS INACTIVE:	5
FINAL DISPOSITION:	AR

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.

STU-13	STUDENT GROUPS	STUDENTS	CURS 2017-06
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DESCRIPTION:
 Consists of records that document the University's interaction with student associations on campus, student governments and other organizations. Records may include correspondence, reports.

OFFICE OF PRIMARY RESPONSIBILITY: Unit responsible for interacting with applicable student group.

# OF YEARS ACTIVE:	T
TRIGGER:	Until file closed.
# OF YEARS INACTIVE:	5
FINAL DISPOSITION:	AR

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.

STU-14	COMMUNICATIONS (WITH STUDENTS)	STUDENTS	CURS 2017-06
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DESCRIPTION:
 Consists of records relating to communication between University staff and students. Records may include transcript requests, general inquiries, documents concerning student issues and related correspondence.

OFFICE OF PRIMARY RESPONSIBILITY: Unit responsible for communication with student(s).

# OF YEARS ACTIVE:	T
TRIGGER:	Until last action.
# OF YEARS INACTIVE:	1
FINAL DISPOSITION:	D

RETENTION RATIONALE:	Retention based on anticipated operational use.
	Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F.31
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.

STU-15	FACULTY STUDENT FILES	STUDENTS	CURS 2017-06
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DESCRIPTION:
 Consists of records relating to documenting the admission, registration, academic performance, monitoring, advising, examination and convocation of individual students. Records may include award notifications, consent forms, evaluations, exam deferral requests, grades/results, approved leaves of absence forms, correspondence, validations of participation and withdrawal forms.

OFFICE OF PRIMARY RESPONSIBILITY:	Faculty and departmental units.
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# OF YEARS ACTIVE:	T
TRIGGER:	See filing notes.
# OF YEARS INACTIVE:	See filing notes.
FINAL DISPOSITION:	AR

RETENTION RATIONALE:	Retention based on anticipated operational use.
FILING NOTES:	Records should be kept for 3 years after student has graduate OR for 5 years after last registration.

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.