

# **CARLETON UNIVERSITY RECORDS RETENTION SCHEDULE**

## **SECTION 2: CAMPUS OPERATIONS**

VERSION 4.0

UPDATED APRIL 30, 2019



Corporate  
Archives

CARLETON UNIVERSITY

**CARLETON UNIVERSITY RECORDS RETENTION SCHEDULE**  
**VERSION 4.0**  
**UPDATED APRIL 30, 2019**

**CONTENTS**

<b>Campus Operations</b> .....	<b>3</b>
<b>CAM-00 INCIDENT REPORTS</b> .....	<b>4</b>
<b>CAM-01 ACCOMODATIONS, RESIDENCES, AND HOUSING</b> .....	<b>5</b>
<b>CAM-02 ATHLETICS TEAMS AND REGISTRATIONS</b> .....	<b>6</b>
<b>CAM-03 CONFERENCE PLANNING AND MANAGEMENT</b> .....	<b>7</b>
<b>CAM-04 EVENTS MANAGEMENT</b> .....	<b>8</b>
<b>CAM-05 FOOD AND BEVERAGE SERVICES</b> .....	<b>9</b>
<b>CAM-06 LIQUOR LICENSES</b> .....	<b>10</b>
<b>CAM-07 MAIL AND DELIVERY</b> .....	<b>11</b>
<b>CAM-08 MEDICAL BILLINGS</b> .....	<b>12</b>
<b>CAM-09 PATIENT HEALTH RECORDS</b> .....	<b>13</b>
<b>CAM-10 PHYSICIAN AND NURSING RECORDS</b> .....	<b>14</b>

Section 2:

## Campus Operations

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.

CAM-00 INCIDENT REPORTS	CAMPUS OPERATIONS	CURS 2021-11
-------------------------	-------------------	--------------

**DESCRIPTION:**  
 Consists of records documenting and related to safety and security incidents, investigations and reports on accidents on campus.

<b>OFFICE OF PRIMARY RESPONSIBILITY:</b>	Facilities Management and Planning – Environmental Health and Safety Campus Safety Services
--	--

<b># OF YEARS ACTIVE:</b>	T
<b>TRIGGER:</b>	Until file closed.
<b># OF YEARS INACTIVE:</b>	Under review. Contact Corporate Records and Archives for more information.
<b>FINAL DISPOSITION:</b>	AR

<b>RETENTION RATIONALE:</b>	Retention based on anticipated operational use.
<b>FILING NOTES:</b>	In addition to incident reports held by Campus Safety Services documenting external email harassment of staff or students, Information Technology Services retains copies of the emails in question for period of 10 years. Full retention rule pending.

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.

<b>CAM-01</b>	<b>ACCOMMODATIONS, RESIDENCES, AND HOUSING</b>	<b>CAMPUS OPERATIONS</b>	CURS 2017-06
---------------	--	--------------------------	--------------

**DESCRIPTION:**  
 Consists of records relating to the management and operation of housing service activities. Records may include databases of facilities, occupancy, other reports and correspondence.

**OFFICE OF PRIMARY RESPONSIBILITY:** Housing and Residence Life Services

<b># OF YEARS ACTIVE:</b>	T
<b>TRIGGER:</b>	Until file closed.
<b># OF YEARS INACTIVE:</b>	5
<b>FINAL DISPOSITION:</b>	D

<b>RETENTION RATIONALE:</b>	Retention based on anticipated operational use.
<b>FILING NOTES:</b>	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.

<b>CAM-02</b>	<b>ATHLETICS TEAMS AND REGISTRATIONS</b>	<b>CAMPUS OPERATIONS</b>	<b>CURS 2017-06</b>
---------------	--	--------------------------	---------------------

**DESCRIPTION:**  
Includes athletics and recreation facility memberships, and day camps registrations. Records may also include varsity, inter- collegiate, intramural or other team rosters, schedules or registrations.

<b>OFFICE OF PRIMARY RESPONSIBILITY:</b>	Carleton Athletics
--	--------------------

<b># OF YEARS ACTIVE:</b>	T
<b>TRIGGER:</b>	Until end of fiscal year.
<b># OF YEARS INACTIVE:</b>	5
<b>FINAL DISPOSITION:</b>	D

<b>RETENTION RATIONALE:</b>	Retention based on anticipated operational use.
<b>FILING NOTES:</b>	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.

<b>CAM-03</b>	<b>CONFERENCE PLANNING AND MANAGEMENT</b>	<b>CAMPUS OPERATIONS</b>	<b>CURS 2017-06</b>
---------------	---	--------------------------	---------------------

**DESCRIPTION:**  
Includes folios and reservations for guests, rentals or use of campus facilities for conferences and programs.

<b>OFFICE OF PRIMARY RESPONSIBILITY:</b>	Conference Services
--	---------------------

<b># OF YEARS ACTIVE:</b>	T
<b>TRIGGER:</b>	Until completion.
<b># OF YEARS INACTIVE:</b>	5
<b>FINAL DISPOSITION:</b>	D

<b>RETENTION RATIONALE:</b>	Retention based on anticipated operational use.
<b>FILING NOTES:</b>	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.

<b>CAM-04</b>	<b>EVENTS MANAGEMENT</b>	<b>CAMPUS OPERATIONS</b>	<b>CURS 2017-06</b>
---------------	--------------------------	--------------------------	---------------------

**DESCRIPTION:**  
 Consists of records related to planning, creation and conducting of campus events, celebrations, ceremonies, logistics and management of these events.

<b>OFFICE OF PRIMARY RESPONSIBILITY:</b>	Conference Services
	Unit responsible for event.

<b># OF YEARS ACTIVE:</b>	T
<b>TRIGGER:</b>	Completion
<b># OF YEARS INACTIVE:</b>	5
<b>FINAL DISPOSITION:</b>	D

<b>RETENTION RATIONALE:</b>	Retention based on operational use.
<b>FILING NOTES:</b>	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.



CAM-05	FOOD AND BEVERAGE SERVICES	CAMPUS OPERATIONS	CURS 2017-06
--------	----------------------------	-------------------	--------------

**DESCRIPTION:**  
 Consists of records relating to the management and operation of catering, food and beverage services. Records may include copies of contracts or leases, documentation regarding approval of off-campus caterers, copies of financial records, copies of insurance certificates and correspondence.

<b>OFFICE OF PRIMARY RESPONSIBILITY:</b>	Conference Services
--	---------------------

<b># OF YEARS ACTIVE:</b>	T
<b>TRIGGER:</b>	Until end of fiscal year.
<b># OF YEARS INACTIVE:</b>	7
<b>FINAL DISPOSITION:</b>	D

<b>RETENTION RATIONALE:</b>	Retention based on anticipated operational use.
<b>FILING NOTES:</b>	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.

<b>CAM-06</b>	LIQUOR LICENSES	<b>CAMPUS OPERATIONS</b>	CURS 2017-06
---------------	-----------------	--------------------------	--------------

**DESCRIPTION:**  
Consists of records relating to liquor license applications and management.

**OFFICE OF PRIMARY RESPONSIBILITY:** Conference Services

<b># OF YEARS ACTIVE:</b>	T
<b>TRIGGER:</b>	Until after second renewal period.
<b># OF YEARS INACTIVE:</b>	5
<b>FINAL DISPOSITION:</b>	D

<b>RETENTION RATIONALE:</b>	Retention based on anticipated operational use.
	Liquor License Act, R.S.O. 1990, c. L. 19
<b>FILING NOTES:</b>	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.

<b>CAM-07</b>	<b>MAIL AND DELIVERY</b>	<b>CAMPUS OPERATIONS</b>	<b>CURS 2017-06</b>
---------------	--------------------------	--------------------------	---------------------

**DESCRIPTION:**  
 Consists of records relating to postage, mailings, returned, damaged or lost mail and courier delivery services including freight, customs logs or lists.

<b>OFFICE OF PRIMARY RESPONSIBILITY:</b>	Units
--	-------

<b># OF YEARS ACTIVE:</b>	T
<b>TRIGGER:</b>	Until end of fiscal year.
<b># OF YEARS INACTIVE:</b>	1
<b>FINAL DISPOSITION:</b>	D

<b>RETENTION RATIONALE:</b>	Retention based on anticipated operational use.
<b>FILING NOTES:</b>	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.

<b>CAM-08</b>	<b>MEDICAL BILLINGS</b>	<b>CAMPUS OPERATIONS</b>	<b>CURS</b>
---------------	-------------------------	--------------------------	-------------

**DESCRIPTION:**  
 Consists of records relating to the billings for health, medical or counselling services.

**For patient health records, see CAM-09.**

<b>OFFICE OF PRIMARY RESPONSIBILITY:</b>	Health and Counselling Services
--	---------------------------------

<b># OF YEARS ACTIVE:</b>	T
<b>TRIGGER:</b>	See filing notes.
<b># OF YEARS INACTIVE:</b>	10
<b>FINAL DISPOSITION:</b>	D

<b>RETENTION RATIONALE:</b>	Health Insurance Act, R.S.O. 1990, c. H.6
	Public Hospitals Act, R.S.O. 1990, c. P.40, Regulation 965
	Personal Health Information Protection Act, 2004, S.O. 2004
<b>FILING NOTES:</b>	Financial records should be kept for at least 10 years after the date of the last entry or 10 years after the patient reaches, or would have reached, the age of 18.

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.

<b>CAM-09</b>	<b>PATIENT HEALTH RECORDS</b>	<b>CAMPUS OPERATIONS</b>	<b>CURS 2017-06</b>
---------------	-------------------------------	--------------------------	---------------------

**DESCRIPTION:**  
 Consists of records relating to medical, health, counselling, drug or other medical testing.

**OFFICE OF PRIMARY RESPONSIBILITY:** Health and Counselling Services

<b># OF YEARS ACTIVE:</b>	T
<b>TRIGGER:</b>	Until file closed or, in the case of minors, the day the patient turns or would have turned 18.
<b># OF YEARS INACTIVE:</b>	10
	10 years after the day the patient turns or would have turned 18.
<b>FINAL DISPOSITION:</b>	D

<b>RETENTION RATIONALE:</b>	Public Hospitals Act, R.S.O. 1990, c. P.40, Regulation 965
	Personal Health Information Protection Act, 2004, S.O. 2004
<b>FILING NOTES:</b>	See section 20(3) of the Public Hospitals Act, R.S.O. 1990, c. P.40, Regulation 965 for more detailed notes on how to maintain patient health 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.

<b>CAM-10</b>	<b>PHYSICIAN AND NURSING RECORDS</b>	<b>CAMPUS OPERATIONS</b>	<b>CURS 2017-06</b>
---------------	--------------------------------------	--------------------------	---------------------

**DESCRIPTION:**  
 Consists of records relating to the day-to-day duties of regulated health professionals that do not constitute as patient specific.

**OFFICE OF PRIMARY RESPONSIBILITY:** Health and Counselling Services

<b># OF YEARS ACTIVE:</b>	T
<b>TRIGGER:</b>	Until end of fiscal year.
<b># OF YEARS INACTIVE:</b>	10
<b>FINAL DISPOSITION:</b>	D

<b>RETENTION RATIONALE:</b>	Retention based on anticipated operational use.
<b>FILING NOTES:</b>	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.