

# **CARLETON UNIVERSITY RECORDS RETENTION SCHEDULE**

## **SECTION 3: EXTERNAL RELATIONS**

VERSION 4.0

UPDATED APRIL 30, 2019



**Corporate  
Archives**

**CARLETON UNIVERSITY**

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**CONTENTS**

<b>External Relations</b> .....	<b>3</b>
<b>EXT-00 ADVANCEMENT CAMPAIGNS</b> .....	<b>4</b>
<b>EXT-01 DONORS</b> .....	<b>5</b>
<b>EXT-02 ALUMNI</b> .....	<b>6</b>
<b>EXT-03 MEMORABILIA</b> .....	<b>7</b>
<b>EXT-04 ACADEMIC CALENDAR</b> .....	<b>8</b>
<b>EXT-05 COMMUNICATIONS</b> .....	<b>9</b>
<b>EXT-06 AGENCIES, GOVERNMENT AND MEDIA RELATIONS</b> .....	<b>10</b>

Section 3:

## External Relations

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>EXT-00</b>	<b>ADVANCEMENT CAMPAIGNS</b>	<b>EXTERNAL RELATIONS</b>	<b>CURS 2017-06</b>
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**DESCRIPTION:**  
 Consists of records related to programs and activities related to ongoing or special development and fundraising campaigns to raise donations for sponsorships. Records may include prospect research, donor proposals, feasibility studies, appeals, communications and reports of university priorities.

<b>OFFICE OF PRIMARY RESPONSIBILITY:</b>	University Advancement
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<b># OF YEARS ACTIVE:</b>	T
<b>TRIGGER:</b>	Until file closed.
<b># OF YEARS INACTIVE:</b>	7
<b>FINAL DISPOSITION:</b>	P

<b>RETENTION RATIONALE:</b>	Retention based on anticipated operational use.
<b>FILING NOTES:</b>	The majority of these records are currently stored in Banner or DUASHARE system.

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<b>EXT-01</b>	<b>DONORS</b>	<b>EXTERNAL RELATIONS</b>	CURS 2017-06
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**DESCRIPTION:**  
 Consists of records relating to information about donors and potential donors, their activities and their relationship with the university. Records may include demographic and current contact information, relationship management, news items, amount of pledge/donation, gift agreements, gift-in-kind documentation, pledge cards, credit card receipts, copies of tax receipts and correspondence.

<b>OFFICE OF PRIMARY RESPONSIBILITY:</b>	University Advancement – Alumni and Donor Relations
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<b># OF YEARS ACTIVE:</b>	T
<b>TRIGGER:</b>	Until file closed.
<b># OF YEARS INACTIVE:</b>	0
<b>FINAL DISPOSITION:</b>	D

<b>RETENTION RATIONALE:</b>	Retention based on anticipated operational use.
	Income Tax Act (R.S.C., 1985, c. 1 (5 <sup>th</sup> Supp.))
<b>FILING NOTES:</b>	The majority of these records are currently stored in Banner or DUASHARE system.

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EXT-02	ALUMNI	EXTERNAL RELATIONS	CURS 2017-06
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**DESCRIPTION:**  
 Consists of information about alumni, their activities and their relationship with the university. Records may include demographic and current contact information, relationship management, news items, activities and correspondence.

**OFFICE OF PRIMARY RESPONSIBILITY:** University Advancement – Alumni and Donor Relations

<b># OF YEARS ACTIVE:</b>	0
<b>TRIGGER:</b>	
<b># OF YEARS INACTIVE:</b>	0
<b>FINAL DISPOSITION:</b>	P

<b>RETENTION RATIONALE:</b>	Retention based on anticipated operational use.
<b>FILING NOTES:</b>	The majority of these records are currently stored in the Banner or DUASHARE system.

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<b>EXT-03</b>	<b>MEMORABILIA</b>	<b>EXTERNAL RELATIONS</b>	CURS 2017-06
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**DESCRIPTION:**  
 Consists of records relating to the creation of any memorabilia, photos for athletic teams, students, faculty, staff and community members that result from such events.

**OFFICE OF PRIMARY RESPONSIBILITY:** Unit responsible for event.

<b># OF YEARS ACTIVE:</b>	3
<b>TRIGGER:</b>	Until last action.
<b># OF YEARS INACTIVE:</b>	0
<b>FINAL DISPOSITION:</b>	AR

<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);  
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 D = Destruction  
 AR = Archival Review Required.

EXT-04 ACADEMIC CALENDAR	EXTERNAL RELATIONS	CURS 2017-06
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**DESCRIPTION:**  
 Consists of records relating to the preparation, production and distribution of calendars containing university policies and procedures, program requirements and course offerings. Records may include print or digital editions of the undergraduate, graduate, summer and supplementary calendars and the planning, design, budget, versions, photographs, releases and correspondence that document their creation.

<b>OFFICE OF PRIMARY RESPONSIBILITY:</b>	University Registrar
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<b># OF YEARS ACTIVE:</b>	T
<b>TRIGGER:</b>	Until end of academic year.
<b># OF YEARS INACTIVE:</b>	3
<b>FINAL DISPOSITION:</b>	D (copies); 1 copy required for Corporate Archives.

<b>RETENTION RATIONALE:</b>	Retention based on anticipated operational use.
<b>FILING NOTES:</b>	Deposit one copy of final version of calendar in the Corporate Archives.
	The Courseleaf program contains the majority of records pertaining to the creation of the calendar.

T = Trigger (Refer to Retention Trigger Description Column to determine what "triggers" the move from active to inactive storage);  
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EXT-05 COMMUNICATIONS	EXTERNAL RELATIONS	CURS 2017-06
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**DESCRIPTION:**  
 Consists of advertising, announcements, reports, brochures, videos, media reports, news releases, honorary degrees, newsletters, newspapers, pamphlets, Carleton official photos, posters, press releases, Carleton publications, sound recordings, speeches, presentations and addresses. Print or electronic publications and recordings including brochures, guides, newsletters, bulletins, magazines, reports, posters, ads, announcements, proceedings, books or journals. Records may include planning, design, budget, versions, photographs and recordings, distribution logistics, releases and permissions, and correspondence.

<b>OFFICE OF PRIMARY RESPONSIBILITY:</b>	Unit commissioning the product.
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<b># OF YEARS ACTIVE:</b>	T
<b>TRIGGER:</b>	Until last action.
<b># OF YEARS INACTIVE:</b>	7
<b>FINAL DISPOSITION:</b>	AR

<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);  
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<b>EXT-06</b>	<b>AGENCIES, GOVERNMENT AND MEDIA RELATIONS</b>	<b>EXTERNAL RELATIONS</b>	CURS 2017-06
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**DESCRIPTION:**  
 Consists of information related to Carleton relationships to the community, municipal, provincial, federal and other governments, external agencies and organizations as well as media.

<b>OFFICE OF PRIMARY RESPONSIBILITY:</b>	Units
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<b># OF YEARS ACTIVE:</b>	T
<b>TRIGGER:</b>	Until end of fiscal year.
<b># OF YEARS INACTIVE:</b>	7
<b>FINAL DISPOSITION:</b>	AR

<b>RETENTION RATIONALE:</b>	Retention based on anticipated operational use.
<b>FILING NOTES:</b>	None.

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