

CORPORATE ARCHIVES & RECORDS

Common Retention Rules

The Carleton University Retention Schedule (CURS) consists of eleven sections that cover common administrative and operational records across departments and units at Carleton. All staff at Carleton should be familiar with the sections of CURS that apply to the information they create and manage. This guide highlights some of the most common retention rules with which professional staff should be familiar. Please use the links to CURS in each record type heading for full descriptions.

Administration

CURS	Rule Title	Retention Description
ADM-01	Contract and Agreements	Permanent. Contracts and agreements of significant note and value must be transferred to the Corporate Archives after a 10-year retention period of inactivity in their originating department. Must also meet requirements of the university's <i>Signing Authorities Policy</i> .
ADM-02	Department Administration	Retain in department for 3 years from last action. Destroy upon completion of retention.
ADM-03	Executive Files and Correspondence	Permanent. Must be transferred to Corporate Archives after a minimum of 5 years within the executive office (depending on operational use).
ADM-07	Planning	Retain in department 5 years from being superseded. Must be reviewed by Corporate Archives for final disposition instructions
ADM-08	Policies and Procedures	Retain in department 5 years from being superseded. Must be reviewed by Corporate Archives for final disposition instructions

Campus Operations

CURS	Rule Title	Retention Description
CAM-04	Events Management	Retain in department for 5 years from last action. Destroy upon completion of retention.
CAM-07	Mail and Delivery	Retain in department for 1 fiscal year. Destroy upon completion of retention.

External Relations

CURS	Rule Title	Retention Description
EXT-03	Memorabilia	Retain in department 5 years from last action. Must be reviewed by Corporate Archives for final disposition instructions.
EXT-05	Communications	Retain in department 7 years from last action. Must be reviewed by Corporate Archives for final disposition instructions.

Facilities and Properties

CURS	Rule Title	Retention Description
FAC-02	Asset Control and Inventories	Retain in department 2 years from being superseded. Destroy upon completion of retention.
FAC-05	Room Bookings	Retain in department for 1 academic year. Destroy upon completion of retention.

Financial Management

CURS	Rule Title	Retention Description
FIN-00	Accounts Payable	Final Services is Office of Primary Responsibility for accounts payable and retain records for 7 years before destruction. Departments are advised to retain their original records for at least 1 fiscal and no longer than 7 years. Destroy upon completion of retention.

Governance

CURS	Rule Title	Retention Description
Under Development	General Committee Records	Retain in department for a minimum of 3 years. Contact Corporate Records and Archives directly to create retention schedule for any committee records under your control.

Human Resources

CURS	Rule Title	Retention Description
HUM-09	Staffing-Competitions and Recruitment	Human Resources is Office of Primary Responsibility. Ensure your department transfers all relevant staffing competition records to HR upon completion of competition/recruitment.
HUM-12	Leave Management	Human Resources is Office of Primary Responsibility. Departments are advised to retain their copies of records no longer than 1 fiscal year or when no longer operationally useful.
HUM-13	Payroll	Human Resources is Office of Primary Responsibility. Departments are advised to retain their copies of records no longer than 1 fiscal year.

Research

CURS	Rule Title	Retention Description
RES-01	Research Applications and Proposals	OVPRI is the Office of Primary Responsibility. Departments are advised not to retain any departmental copies for longer than 7 years unless operationally needed. Destroy upon completion of use.

Students

CURS	Rule Title	Retention Description
STU-05	Recruitment	Departmental recruitment efforts should be retained 7 years from file closed. Must be reviewed by Corporate Archives for final disposition instructions.
STU-07	Advising (of Students)	Retain in department 5 years from last action. Must be reviewed by Corporate Archives for final disposition instructions.
STU-12	Orientation (of Students)	Retain in department 5 years from last action. Must be reviewed by Corporate Archives for final disposition instructions.
STU-14	Communications (with Students)	General inquiry records. Retain in department for 1 year. Destroy upon completion of retention.
STU-15	Faculty Student Files	Registrar's Office is Office of Primary Responsibility for all permanent student records. Faculty and department student files should be retained within the unit for 3 years from graduation or 5 years from last registration. Destroy upon completion of retention.

Teaching

CURS	Rule Title	Retention Description
TEA-00	Accreditation	Retain in department 10 years from being superseded. Must be reviewed by Corporate Archives for final disposition instructions
TEA-01	Courses and Curriculum	Retain in department 10 years from being superseded. Must be reviewed by Corporate Archives for final disposition instructions
TEA-02	Student Assignments and Examinations	Retain in department for 1 academic year. Destroy upon completion of retention.