

CORPORATE RECORDS AND ARCHIVES

Permanent Records and Historical Archives Toolkit

www.carleton.ca/records

Introduction

Official records at Carleton University are maintained according to retention rules found in the *Carleton University Retention Schedule*. Because official records can have an administrative, operational, legal, or fiscal value, they must be retained and disposed of on regular and consistent schedules. These records might be considered **permanent** for legal reasons. They may also be considered **historical** as they are evidence of Carleton's change and continuity, growth and development, and the work of our school's staff, faculty, students, and alumni. Departments must transfer permanent and historical materials to the Corporate Archives once they are past their retention periods. The Corporate Archives manages physical and digital preservation of permanent materials and ensures that they are accessible long-term for the university.

NOTE: Certain administrative departments of the university – such as Facilities Management and Planning and Human Resources – have retention rules regarding permanent records specific to their operations. These records are not listed in this guide, which serves only to list common permanent materials across multiple departments. **When in doubt, do not throw out.** If you have questions about whether or not your department possesses records that may be archival, please contact the Corporate Records and Archives department for assistance.

Record Types

- Administrative Materials
- External Operations Materials
- Governance Materials
- Information Management and Technology Materials
- Students Materials
- Teaching Materials

Administration

Contracts and Agreements (ADM-01)	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.	
	Types of records: <ul style="list-style-type: none"> • Contracts and agreements • Significant correspondence related to contracts
Executive Files and Correspondence (ADM-03)	PERMANENT
Records include those originating from the Office of the President, Vice-President's Office, Dean's offices and executives in academic or administrative departments/units.	
	Types of records: <ul style="list-style-type: none"> • Correspondence • Documentation of critical decisions • Objects, photographs, audio-visual materials
Planning (ADM-07)	ARCHIVAL REVIEW
Records that document a unit's role in developing or implementing short or long-term plans, university wide or specific to that unit's mission or area of influence.	
	Types of records: <ul style="list-style-type: none"> • Minutes and working documents • Correspondence • Surveys • Working papers • Reports and presentations
Policies and Procedures (ADM-08)	ARCHIVAL REVIEW
Records relating to the creation of university or unit policies, procedures, and standards. Associated with the development of decisions, directions, and precedents that act as a reference for future decision-making.	
	Types of records: <ul style="list-style-type: none"> • Policy proposals • Research papers • Consultations and reports • Final policy documents • Operating and administrative procedures
Project and Program Management (ADM-09)	ARCHIVAL REVIEW
Records made, received or used by units in support of their programs, functions, activities and operations.	
	Types of records: <ul style="list-style-type: none"> • Correspondence and memoranda • Organizational charts and manuals • Studies, briefings, and notes

External Operations

Memorabilia (EXT-03)	ARCHIVAL REVIEW
Materials and records related to the creation of memorabilia, photos for athletic teams, students, faculty, staff and community members that result from Carleton events, celebrations, ceremonies, etc.	
	Types of records: <ul style="list-style-type: none"> • Photographs • Audio visual materials • T-shirts, banners, hats • Ceremonial objects
Communications (EXT-05)	ARCHIVAL REVIEW
Print or electronic, including web, materials used in the promotion, presentation, and general internal and external communication of Carleton programs, departments, projects, special events, and ceremonies.	
	Types of records: <ul style="list-style-type: none"> • Correspondence and memoranda • Advertising and announcements • Reports, brochures, posters, and pamphlets • Newspapers, newsletters, press releases • Audio visual materials and photographs • Web-based and print materials

Governance

Committees, Task Forces, Ad Hoc Committees, Working Groups (Under development)	ARCHIVAL REVIEW
Records made, received or used by units in support of their programs, functions, activities and operations.	
	Types of records: <ul style="list-style-type: none"> • Minutes and working documents • Terms of reference • Reports and presentations • Correspondence and memoranda

Information Management and Technology

INFORMATION GOVERNANCE (INF-04)	PERMANENT
Records relating to the establishment of the information technology and collections management policies, procedures and standards.	
	Types of records: <ul style="list-style-type: none"> • Policy proposals • Research papers • Consultations and reports • Final policy documents

Students

Recruitment of Students (STU-05)	ARCHIVAL REVIEW
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.	
	Types of records: <ul style="list-style-type: none"> • Correspondence • Planning records • Promotional materials • Web and print materials
Exchange Students (STU-09)	ARCHIVAL REVIEW
Consists of records relating to the administration and organization of exchange programs, practicums, internships or experiential learning.	
	Types of records: <ul style="list-style-type: none"> • Exchange agreements • Correspondence • Promotional and event materials
Orientation of students (STU-12)	ARCHIVAL REVIEW
Consists of records relating to orientation activities for new students.	
	Types of records: <ul style="list-style-type: none"> • Correspondence • Working and planning documents • Promotional and event materials • Photographs and audio visual materials • Web and print materials
Student groups (STU-13)	ARCHIVAL REVIEW
Consists of records that document the University's interaction with student associations on campus, student governments and other organizations.	
	Types of records: <ul style="list-style-type: none"> • Correspondence • Reports

Teaching

Accreditation (TEA-00)	ARCHIVAL REVIEW
Consists of records relating to obtaining and maintaining accreditation for University programs from external organizations, board and associations.	
	Types of records: <ul style="list-style-type: none"> • Correspondence and memoranda • Minutes and working documents • Reports and consultations • Presentations
Courses and Curriculum (TEA-01)	ARCHIVAL REVIEW
Consists of records relating to the management and administration of courses in degree programs.	
	Types of records: <ul style="list-style-type: none"> • Course descriptions and outlines • Course requests and proposals • Correspondence and reports
Program Review (TEA-03)	ARCHIVAL REVIEW
Consists of records relating to internal and external reviews of academic programs.	
	Types of records: <ul style="list-style-type: none"> • Self-studies • Supporting documentation • Reports • Related correspondence
Pedagogy (TEA-05)	ARCHIVAL REVIEW
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.	
	Types of records: <ul style="list-style-type: none"> • Guides • Reports • Correspondence • Pedagogical resources such as teaching aids, tools, and other supports