

Carleton University Retention Schedule

Section 11

TEACHING

Records and data in this category document university pedagogy and delivery of teaching and learning services. Records in this category include scheduling, examinations, program review and accreditation, and general teaching supports.

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CORPORATE RECORDS & ARCHIVES

Retention Schedule Instructions

Rule No.	Rule Name	SECTION NAME	Implementation Date
Description Description of administrative or operational functions and their key records. Units should contact Corporate Records and Archives if there is concern that the retention rule does not include their records under the function.			
Office of Primary Responsibility Identifies the department, unit, or position that has ultimate responsibility for the creation, management, retention, and disposition of the records covered under the rule.			
Retention Summary Summary of the length of time you must retain records in this rule after it is no longer active.			
Final Disposition How to dispose of the records once the retention period is finished – Archival Review (AR), Destruction (D), or Transfer to Corporate Archives (P). The key at the bottom of this page is on every rule in CURS.			
Retention Rationale Explanation for why the retention and disposition is set as it is. Often due to operations but can also include reference to university policy, legislation, or industry requirements.			
Filing Notes/Location Additional instructions for retention or disposition or instructions on handling edge cases in the records covered by the rule.			
Secondary Copies Instructions for record holders who are not the Office of Primary Responsibility.			
Special Instructions <i>Digitization:</i> Any instructions related to the digitization of hard copy records. <i>See also:</i> Pointers to other rules that might be similar/more appropriate for your use.			

AR = Corporate Records & Archives must review.

D = Secure Destruction/Deletion.

P = Permanent. Transfer to Corporate Archives.

Secondary Copies = Any copies of records that are in the custody of a department or unit that is **not** the Office of Primary Responsibility.

TEA-00

Policies, Procedures & Standards

TEACHING

2024-05

Description

Consists of records relating to the establishment of department or unit policies, procedures, and standards for teaching and learning support. Records are associated with the development of decisions, directions, and precedents that act as a reference for future decision-making and as a basis from which the department or unit's operating procedures are determined. Records may include policy proposals, research papers, consultations, reports, final policy documents, operating procedures, and administrative practices.

Office of Primary Responsibility

Designated unit

Retention Summary

Retain in unit for minimum 5 years from creation.

Final Disposition

D

Retention Rationale

Retention based on current operational use.

Filing Notes/Location

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Secondary Copies

Transitory. Destroy when no longer needed for reference or convenience.

Special Instructions

Digitization: --

See also: --

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TEA-01 **Reports & Statistics** **TEACHING** **2024-05**

Description

Records include reports as well as supporting documentation and statistics created or used to produce reports related to administration and delivery of teaching and learning mandates. Does not include external reports and statistics used as reference.

Office of Primary Responsibility

Designated unit.

Retention Summary

Retain in unit for 10 years from creation.

Final Disposition

D

Retention Rationale

Retention based on current operational use.

Filing Notes/Location

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Secondary Copies

Transitory. Destroy when no longer needed for reference or convenience.

Special Instructions

Digitization: --

See also: --

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TEA-02 **Projects & Program Management** **TEACHING** **2024-05**

Description

Records made, received, or used by units in support of teaching and learning. Records may include correspondence and memoranda, organizational charts, delegation of authority, studies, forms, transaction records, work orders, manuals, briefings, and issue notes.

Office of Primary Responsibility

Designated unit.

Retention Summary

Retain in unit for 7 years from completion of project.

Final Disposition

D

Retention Rationale

Retention based on current operational use.

Filing Notes/Location

Units may document an alternative retention and disposition. Contact Corporate Records & Archives for more information.

Secondary Copies

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Special Instructions

Digitization: --

See also: --

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TEA-05

Courses & Curriculum

TEACHING

2017-06

Description

Consists of records relating to the management and administration of courses in degree programs. Records may include syllabi, course descriptions and outlines, course requests and proposals, grading schemes and grade reporting and correspondence.

Office of Primary Responsibility

Faculty departments and units.

Retention Summary

Retain in unit for 10 years from academic calendar year of creation.

Final Disposition

AR

Corporate Records & Archives may select samples of materials for permanent preservation.

Retention Rationale

Retention based on current operational use.

Filing Notes/Location

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Secondary Copies

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Special Instructions

Digitization: --

See also: --

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Description

Consists of records relating to student assignments and examination material that is unclaimed by students. Records may include exams, quizzes, student papers, thesis defense results, and proctoring records. This can include both physical and digital records.

Office of Primary Responsibility

Faculty and department units.

Retention Summary

Retain for 1 year after creation.

Final Disposition

D

Retention Rationale

Freedom of Information and Protection of Privacy Act, RSO, 1990, c.F31, s.2 (2)
Retention based on current operational use.
Materials used for an appeal process cannot be destroyed until said process is exhausted.

Filing Notes/Location

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Secondary Copies

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Special Instructions

Digitization: --

See also: -- the Senate's Policy on Appeals and Petitions for instances where these records may require to be retained beyond their retention period.

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TEA-07

Program Review

TEACHING

2017-06

Description

Consists of records relating to internal and external reviews of academic programs. These records may include self-studies, background supporting documentation, reports and related correspondence.

Office of Primary Responsibility

Office of the Provost and Vice-President (Academic)

Retention Summary

Cyclical reviews – Retain in unit for 2 review processes.

Ad hoc reviews – Retain in unit for 7 years upon completion of review.

Final Disposition

AR

Corporate Records & Archives will select reviews for permanent preservation.

Retention Rationale

Retention based on anticipated operational use.

Filing Notes/Location

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Secondary Copies

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Special Instructions

Digitization: --

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TEA-08

Scheduling & Enrolment

TEACHING

2017-06

Description

Consists of records relating to curriculum coordination and scheduling of courses in degree programs, course calendars, and timetables. Records may include course preference forms, course selections, enrolment forecasts, course lists by term, room allocation, documentation concerning the creation of course calendars and correspondence.

Office of Primary Responsibility

Office of the Vice-President (Students and Enrolment)

Retention Summary

Retain in unit for 7 years from academic calendar year of creation.

Final Disposition

D

Retention Rationale

Retention based on current operational use.

Filing Notes/Location

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Secondary Copies

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Special Instructions

Digitization: --

See also: --

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Description

Consists of records relating to the support of teaching and course delivery. Records may include reports, guides, and correspondence related to methodologies or tools used as part of teaching.

Office of Primary Responsibility

Faculty and department units

Retention Summary

Retain in unit for 5 years from last action.

Final Disposition

AR

Corporate Records & Archives may select materials for permanent preservation.

Retention Rationale

Retention based on current operational use.

Filing Notes/Location

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Secondary Copies

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Special Instructions

Digitization: --

See also: --

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TEA-10 Non-Credit Courses TEACHING 2026-05

Description

Consists of records relating to the management and administration of programs that do not result in credits and do not go towards completion of a degree.

Office of Primary Responsibility

Faculty and department units

Retention Summary

Retain for 10 years after cessation of course.

Final Disposition

AR

Corporate Records & Archives may select materials for permanent preservation.

Retention Rationale

Retention based on current operational use.

Filing Notes/Location

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Secondary Copies

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Special Instructions

Digitization: --

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