

# Carleton University Retention Schedule

## Section 2 - CAMPUS OPERATIONS

Records and data in this category document essential business services of the university, including environmental health and safety, health and counselling services, athletics and recreation, residence services, and events, food services.

<u>Retention Instructions</u>		2
<u>Policies, Procedures and Standards</u>	CAM-00	4
<u>Reports and Statistics</u>	CAM-01	5
<u>Project and Project Management</u>	CAM-02	6
<u>Committees</u>	CAM-03	7
<b>Health and Care Support</b>		
<u>Medical Billings</u>	CAM-12	15
<u>Patient Health Records</u>	CAM-13	16
<u>Physician and Nursing Records</u>	CAM-14	17
<b>Athletics and Recreation</b>		
<u>Athletic Teams and Registrations</u>	CAM-06	9
<b>Student Life</b>		
<u>Accommodation, Residences, and Housing</u>	CAM-05	8
<b>Event and Campus Management</b>		
<u>Conference Planning and Management</u>	CAM-07	10
<u>Events Management</u>	CAM-08	11
<u>Food and Beverage Services</u>	CAM-09	12
<u>Liquor Licenses</u>	CAM-10	13
<u>Mail and Delivery</u>	CAM-11	14
<b>Insurance and Risk Management</b>		
<u>Trespass Notices and Appeal Records</u>	CAM-15	18
<u>Insurance Policies</u>	CAM-16	19
<u>Insurance Claims</u>	CAM-17	20
<u>Risk Assessments</u>	CAM-18	21
<u>University Risk Management and Audits</u>	CAM-19	22
<u>Permission and Waiver Forms</u>	CAM-20	23
<u>Confidentiality Forms</u>	CAM-21	24
<u>Emergency Response Management</u>	CAM-22	25
<u>Fire Safety Devices and Systems Inspection</u>	CAM-23	26
<u>Emergency Evacuation Drill Reports</u>	CAM-24	27
<u>Fire Safety Inspection</u>	CAM-25	28
<u>Fire Safety Training</u>	CAM-26	29
<u>Fire Safety Plans</u>	CAM-27	30
<u>Student Events Risk Management System</u>	CAM-33	36

## Equity and Inclusive Communities

<a href="#">Human Rights Case Files – Equity and Inclusive Communities</a>	CAM-28	31
<a href="#">Consultation Services – Equity and Inclusive Communities</a>	CAM-29	32
<a href="#">Training and Education Materials – Equity and Inclusive Communities</a>	CAM-30	33
<a href="#">Sexual Violence Response – Equity and Inclusive Communities</a>	CAM-31	34
<a href="#">Reporting – Equity and Inclusive Communities</a>	CAM-32	35

## CORPORATE RECORDS & ARCHIVES



**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.

## Retention Schedule Instructions

Rule No.	Rule Name	SECTION NAME	Implementation Date
<b>Description</b> 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.			
<b>Office of Primary Responsibility</b> Identifies the department, unit, or position that has ultimate responsibility for the creation, management, retention, and disposition of the records covered under the rule.			
<b>Retention Summary</b> Summary of the length of time you must retain records in this rule after it is no longer active.			
<b>Final Disposition</b> How to dispose of the records once the retention period is finished – Archival Review ( <b>AR</b> ), Destruction ( <b>D</b> ), or Transfer to Corporate Archives ( <b>P</b> ). The key at the bottom of this page is on every rule in CURS.			
<b>Retention Rationale</b> 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.			
<b>Filing Notes/Location</b> Additional instructions for retention or disposition or instructions on handling edge cases in the records covered by the rule.			
<b>Secondary Copies</b> Instructions for record holders who are <b>not</b> the Office of Primary Responsibility.			
<b>Special Instructions</b> <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.			

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**Description**

Consists of records relating to the establishment of unit policies, procedures, and standards for campus operations and services. 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 the unit's operating procedures are determined. Records may include policy proposals, research papers, consultations, final policy documentation, operating procedures, and administrative practices.

**Office of Primary Responsibility**

Designated unit

**Retention Summary**

Retain in unit for 5 years after superseded or new standards put in place.

**Final Disposition**

D

**Retention Rationale**

Retention based on current operational use.

**Filing Notes/Location**

--

**Secondary Copies**

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

**Special Instructions**

Digitization: --

See also: For university-wide policies, see: **GOV-00** - *University Policies, Procedures, and Standards*.

**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.

**CAM-01**

**Reports and Statistics**

**CAMPUS OPERATIONS**

**2023-05**

**Description**

Records include reports as well as the supporting documentation and statistics created or used to produce reports related to campus services and operations. 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**

AR

**Retention Rationale**

Retention based on anticipated operational use.

**Filing Notes/Location**

--

**Secondary Copies**

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

**Special Instructions**

Digitization: --

See also: --

**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.

**Description**

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

Does **not** include project management for major capital projects.

**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 discuss and document an alternative retention length for administrative project management records in consultation with Corporate Records and Archives. Contact Corporate Records and Archives for more information.

**Secondary Copies**

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

**Special Instructions**

Digitization: --

See also:

**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.

**CAM-03**

**Committees**

**CAMPUS OPERATIONS**

**2023-05**

**Description**

Records documenting the proceedings and actions of standing or ad hoc committees that manage or advise on campus operations and services.

**Office of Primary Responsibility**

Designated unit

**Retention Summary**

Retain in unit for minimum of 3 years.

**Final Disposition**

AR

**Retention Rationale**

Retention based on current operational use.

**Filing Notes/Location**

Corporate Records and Archives can establish a specific retention schedule for committees and working groups after consulting with the unit responsible. Contact Corporate Records and Archives for more information.

**Secondary Copies**

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

**Special Instructions**

Digitization: Hard copies may be destroyed when replaced with digitized versions. It is the recommendation of CU-CRA however that past retention records under this category should not be digitized. If the records are reviewed as historically significant, they should be transferred directly to Corporate Archives instead.

See also: --

**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.

<b>CAM-05</b>	<b>Accommodations, Residences and Housing</b>	<b>CAMPUS OPERATIONS</b>	<b>2017-16</b>
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**Description**

Consists of records relating to the management and operation of housing services activities. Records may include databases of facilities, occupancy, reports, and correspondence.

**Office of Primary Responsibility**

Housing and Residence Life Services

**Retention Summary**

Retain for 5 years after file is closed.

**Final Disposition**

D

**Retention Rationale**

Retention based on current operational use.

**Filing Notes/Location**

--

**Secondary Copies**

--

**Special Instructions**

Digitization: --

See also: --

**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.

CAM-06

Athletics Teams & Registrations

CAMPUS  
OPERATIONS

2017-16

**Description**

Includes athletics and recreation facility memberships and recreational camp registrations. Records may also include varsity, intercollegiate, intramural, other team rosters, schedules or registrations.

**Office of Primary Responsibility**

Carleton Athletics

**Retention Summary**

Retain for 5 years from end of fiscal year in which the record was created.

**Final Disposition**

D

**Retention Rationale**

Retention based on current operational use.

**Filing Notes/Location**

Registration materials for recreational camps serving minors is currently under review. Please contact Corporate Records and Archives directly for instruction.

**Secondary Copies**

--

**Special Instructions**

Digitization: --

See also: --

**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.

**CAM-07 Conference Planning & Management**

**CAMPUS  
OPERATIONS**

**2017-16**

**Description**

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

**Office of Primary Responsibility**

Conference Services

**Retention Summary**

Retain for 5 years after completion of event.

**Final Disposition**

D

**Retention Rationale**

Retention based on current operational use.

**Filing Notes/Location**

--

**Secondary Copies**

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

**Special Instructions**

Digitization: --

See also: --

**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.

**CAM-08**

**Events Management**

**CAMPUS OPERATIONS**

**2017-16**

**Description**

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

**Office of Primary Responsibility**

Designated unit responsible for the event

**Retention Summary**

Retain for 5 years after completion of event.

**Final Disposition**

AR/D – Units may consult with Corporate Records and Archives to identify any events that may be historically significant to the university.

**Retention Rationale**

Retention based on current operational use.

**Filing Notes/Location**

--

**Secondary Copies**

--

**Special Instructions**

Digitization: --

See also: --

**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.

**Description**

Consists of records relating 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, financial records, copies of insurance certificates, and correspondence.

**Office of Primary Responsibility**

Conference Services

**Retention Summary**

Retain for 7 years from end of fiscal year in which the record was created.

**Final Disposition**

D

**Retention Rationale**

Retention based on current operational use.

**Filing Notes/Location**

--

**Secondary Copies**

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

**Special Instructions**

Digitization: --

See also: --

**AR** = Corporate Records & Archives must review.

**D** = Secure Destruction/Deletion.

**P** = Permanent. Transfer to Corporate Archives.

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**CAM-10      Liquor Licenses      CAMPUS OPERATIONS      2017-16**

**Description**

Consists of records relating to liquor license applications and management.

**Office of Primary Responsibility**

Conference Services

**Retention Summary**

Retain in unit for 5 years after second renewal period.

**Final Disposition**

D

**Retention Rationale**

Liquor License Act, R.S.O. 1990, c. L. 19

**Filing Notes/Location**

--

**Secondary Copies**

--

**Special Instructions**

Digitization: --

See also: --

**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.

**CAM-11      Mail and Delivery      CAMPUS OPERATIONS      2017-16**

**Description**

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

**Office of Primary Responsibility**

Designated unit

**Retention Summary**

Retain for 1 fiscal year.

**Final Disposition**

D

**Retention Rationale**

Retention based on current operational use.

**Filing Notes/Location**

--

**Secondary Copies**

--

**Special Instructions**

Digitization: --

See also: --

**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.

**Description**

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

**Office of Primary Responsibility**

Health and Counselling Services

**Retention Summary**

Retain for minimum 10 years after the date of the last entry or 10 years after patient reaches, or would have reached, the age of 18.

**Final Disposition**

D

**Retention Rationale**

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

**Filing Notes/Location**

--

**Secondary Copies**

--

**Special Instructions**

Digitization: --

See also: For *Patient Health Records*, see **CAM-13**.

**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.

**Description**

Consists of records relating to the delivery of medical, health, counselling services to individuals.

**Office of Primary Responsibility**

Health and Counselling Services

**Retention Summary**

Retain for 10 years after file is closed or, in the case of minors, 10 years after the patient turns or would have turned 18.

**Final Disposition**

D

**Retention Rationale**

**Filing Notes/Location**

Health Insurance Act, R.S.O. 1990, c. H.6

Public Hospitals Act, R.R.O. 1990, Regulation 965: Hospital Management

Personal Health Information Protection Act, 2004, S.O. 2004

**Secondary Copies**

--

**Special Instructions**

Digitization: --

See also: For *Medical Billings*, see: **CAM-12**.

**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.

**CAM-14 Physician & Nursing Records CAMPUS OPERATIONS 2017-16**

**Description**

Consists of records relating to the day-to-day duties of regulated health professionals that are not considered patient specific.

**Office of Primary Responsibility**

Health and Counselling Services

**Retention Summary**

Retain 10 years from end of fiscal year in which the record was created.

**Final Disposition**

D

**Retention Rationale**

Retention based on current operational use.

**Filing Notes/Location**

--

**Secondary Copies**

--

**Special Instructions**

Digitization: --

See also: For *Patient Health Records*, see **CAM-13**.

**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.

**CAM-15**    **Trespass Notices & Appeal Records**                      **CAMPUS OPERATIONS**                      **2022-04**

**Description**

Consists of trespass notices, correspondence regarding appeals, supporting documentation of trespass notices and any appeals.

**Office of Primary Responsibility**

Office of the Vice-President (Students and Enrolment)  
University Secretary

**Retention Summary**

Retain in unit as active for minimum 10 years from issuance of ban, completion of appeal process, or lifting of trespass notice.

Retain in Corporate Records & Archives for 50 years from transfer. University Secretary to review for ongoing retention or destruction.

**Final Disposition**

AR

**Retention Rationale**

Retention based on current operational use.

**Filing Notes/Location**

--

**Secondary Copies**

--

**Special Instructions**

Digitization: --

See also: For *Discipline (Non-Academic)*, see: **STU-07**.

**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.

**Description**

Records consisting of insurance policies, premium notices, premium receipts/invoices, broker and insurer agreements, related documentation and correspondence.

**Office of Primary Responsibility**

Office of Risk Management

**Retention Summary**

Retain in unit for minimum of 10 years from expiration of policy.

**Final Disposition**

AR/P

**Retention Rationale**

Retention based on current operational use.

**Filing Notes/Location**

--

**PIB**

--

**Secondary Copies**

Transitory. Destroy when no longer needed.

**Special Instructions**

Digitization: --

See also: --

**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.

**Description**

Records related to the investigation, management, and processing of claims for automobile, property, buildings and contents. Includes claim documentation, requests for proof of insurance coverage, incident reports and supporting documentation, and correspondence.

**Office of Primary Responsibility**

Office of Risk Management

**Retention Summary**

Retain in unit for 15 years from file closed.

**Final Disposition**

D

**Retention Rationale**

Retention based on current operational use.

**Filing Notes/Location**

--

**PIB**

Yes

**Secondary Copies**

--

**Special Instructions**

Digitization: --  
See also: For *Legal Opinions*, see ADM-10.

**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.

**CAM-18**

**Risk Assessments**

**CAMPUS OPERATIONS**

**2024-03**

**Description**

Records created and/or received and used in the process of assessment and mitigation of risk associated with the university campus, buildings, events held at and/or by the university, and any issues that may affect operations, staff, or students of Carleton University. Records may include but are not limited to, threat risk assessments, and recommendations, evaluation of recommendations, decisions, correspondence, and notes.

**Office of Primary Responsibility**

Office of Risk Management

**Retention Summary**

Retain in unit for 10 years from completion of assessment or until superseded by new assessment.

**Final Disposition**

D

**Retention Rationale**

Retention based on current operational use.

**Filing Notes/Location**

--

**PIB**

No

**Secondary Copies**

--

**Special Instructions**

Digitization: --

See also: --

**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.

<b>CAM-19</b>	<b>University Risk Management and Audit</b>	<b>CAMPUS OPERATIONS</b>	<b>2024-03</b>
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**Description**

Records documenting the management of risk at the university as well as internal risk audits of the school. Includes documentation requested by and provided to auditors, correspondence of significance, final audit reports, and any supporting documentation.

**Office of Primary Responsibility**

Office of Risk Management  
University Governance Secretariat

**Retention Summary**

Retain in unit for 10 years from completion of audit.

**Final Disposition**

AR/P

**Retention Rationale**

Retention based on current operational use.

**Filing Notes/Location**

--

**PIB**

No

**Secondary Copies**

--

**Special Instructions**

Digitization: --  
See also: --

**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.

<b>CAM-20</b>	<b>Permission and Waiver Forms</b>	<b>CAMPUS OPERATIONS</b>	<b>2025-11</b>
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**Description**

Records including waivers, release forms, permission forms (including photography and audio visual recording permissions) for events, consent to publish, field trips, volunteerism, activities, advancement, athletics and recreation events managed by Carleton University.

**Office of Primary Responsibility**

Unit responsible for managing event and collection of waivers and permission forms.

**Retention Summary**

Retain in unit for 12 years after completion of event OR 12 years from the age of majority if form documents the participation of a minor.

**Final Disposition**

D

**Retention Rationale**

*Waiver and Guidelines Handbook*. Canadian Universities Reciprocal Insurance Exchange.

**Filing Notes/Location**

Retain photography and audio-visual recording permissions with materials transferred to Corporate Records and Archives for permanent preservation.

**Secondary Copies**

--

**Special Instructions**

Digitization: Executed paper forms may be replaced by digitized versions. Securely destroy paper copies once digitized and appropriately stored in unit repository.

See also: For *Confidentiality Agreements*, see: CAM-21.

**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.

<b>CAM-21</b>	<b>Confidentiality Agreements</b>	<b>CAMPUS OPERATIONS</b>	<b>2025-11</b>
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**Description**

Records documenting executed confidentiality agreements for staff (in all employment categories), volunteers, and Board members who access confidential university information as part of the delivery of their associated duties with Carleton. Includes delivery of confidential information in oral or written form, in all media and formats.

**Office of Primary Responsibility**

Unit responsible for individual signing confidentiality agreement.

**Retention Summary**

Retain in unit for 10 years after the signee has last access to confidential information.

**Final Disposition**

D

**Retention Rationale**

Retention based on operational requirements.

**Filing Notes/Location**

--

**Secondary Copies**

--

**Special Instructions**

Digitization: Executed paper forms may be replaced by digitized versions. Securely destroy paper copies once digitized and appropriately stored in unit repository.

See also: For *Permission and Waiver Forms*, see: CAM-20.

**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.

<b>CAM-22</b>	<b>Emergency Response Management</b>	<b>CAMPUS OPERATIONS</b>	<b>2024-03</b>
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**Description**

Records documenting the management and execution of emergency response measures. Includes emergency response plans, related risk assessments, post-incident reporting, correspondence of significance, as well as Business Continuity and Resilience program plans.

**Office of Primary Responsibility**

Office of Risk Management

**Retention Summary**

- Retain in unit for 5 years from last action.
- Business and Continuity and Resilience plans must be maintained ongoing. Retain succeeding plan for 5 years after replacement.

**Final Disposition**

AR

**Retention Rationale**

Retention based on operational requirements.

**Filing Notes/Location**

--

**Secondary Copies**

Other departments may keep only their most recent Business and Resilience plan.

**Special Instructions**

Digitization: --

See also: For *Fire Safety Plans*, see: CAM-27.

For *Risk Assessments*, see: CAM-18

**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.

<b>CAM-23</b>	<b>Fire Safety Devices &amp; Systems Inspection</b>	<b>CAMPUS OPERATIONS</b>	<b>2026-05</b>
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**Description**

Records consisting of checks, inspections, and testing of fire safety devices including sprinkler systems, smoke alarms, and other fire protection systems.

**Office of Primary Responsibility**

Office of Risk Management

**Retention Summary**

Retain for 2 years from testing.

**Final Disposition**

D

**Retention Rationale**

Fire Protection and Prevention Act, 1997, S.O. 1997. O.Reg. 213/07: Fire Code - 2.8.3.4 (2) - Fire Drills - Records.

**Filing Notes/Location**

--

**Secondary Copies**

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**Special Instructions**

Digitization: --

See also: For *Emergency Evacuation Drill Reports*, see: CAM-24.

**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.

**CAM-24    Emergency Evacuation Drill    CAMPUS OPERATIONS    2026-05**  
**Reports**

**Description**

Records documenting every fire drill held for buildings on the Carleton University campus, reported back to the Ottawa Fire Chief.

**Office of Primary Responsibility**

Office of Risk Management

**Retention Summary**

Retain in unit for 12 months from drill.

**Final Disposition**

D

**Retention Rationale**

Fire Protection and Prevention Act, 1997, S.O. 1997. O.Reg. 213/07: Fire Code - 2.8.3.4 (2) - Fire Drills - Records.

**Filing Notes/Location**

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**Secondary Copies**

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**Special Instructions**

Digitization: --

See also: --

**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.

**CAM-25      Fire Safety Inspection      CAMPUS OPERATIONS      2026-05**

**Description**

Records documenting fire safety inspections and any accompanying records supporting action taken due to inspections.

**Office of Primary Responsibility**

Office of Risk Management

**Retention Summary**

Office of Risk Management

**Final Disposition**

D

**Retention Rationale**

Fire Protection and Prevention Act, 1997, S.O. 1997. O.Reg. 213/07: Fire Code - 1.1.2.2 - Retention of Records

**Filing Notes/Location**

--

**Secondary Copies**

--

**Special Instructions**

Digitization: --

See also: --

**AR** = Corporate Records & Archives must review.

**D** = Secure Destruction/Deletion.

**P** = Permanent. Transfer to Corporate Archives.

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**CAM-26**      **Fire Safety Training**      **CAMPUS OPERATIONS**      **2026-05**

**Description**

Records documenting fire safety training for Carleton staff, including fire safety training for the Carleton Emergency Response Team members.

**Office of Primary Responsibility**

Office of Risk Management

**Retention Summary**

Retain in unit for 2 years from completion of training.

**Final Disposition**

D

**Retention Rationale**

Fire Protection and Prevention Act, 1997, S.O. 1997. O.Reg. 213/07: Fire Code - 1.1.2.2 - Retention of Records

**Filing Notes/Location**

--

**Secondary Copies**

--

**Special Instructions**

Digitization: --

See also: --

**AR** = Corporate Records & Archives must review.

**D** = Secure Destruction/Deletion.

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**CAM-27**      **Fire Safety Plans**      **CAMPUS OPERATIONS**      **2026-05**

**Description**

Records supporting the planning and delivery of fire safety planning and procedures for each building on the Carleton University campus.

**Office of Primary Responsibility**

Office of Risk Management

**Retention Summary**

Plans must remain active. Retain immediately preceding plan along with active plan.

**Final Disposition**

D

**Retention Rationale**

Fire Protection and Prevention Act, 1997, S.O. 1997. O.Reg. 213/07: Fire Code - 2.8.2.1 (8) - Fire Safety Plans

**Filing Notes/Location**

--

**Secondary Copies**

--

**Special Instructions**

Digitization: --

See also: --

**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.

**Description**

Consists of records documenting formal and informal complaints of harassment or discrimination and any resulting advisory and guidance services provided by Equity and Inclusive Communities to the Carleton community (students, staff, and faculty). Includes, but not limited to, intake information, case notes, records of case resolutions, correspondence, and records detailing consultations with university departments and external bodies such as the police, community partners, and the Ontario Human Rights Commission.

**Office of Primary Responsibility**

Equity and Inclusive Communities

**Retention Summary**

Retain for 10 years from resolution of case or last action.

In reviewing records for final disposition, Equity and Inclusive Communities can extend the retention period for cases that affect ongoing operations or that have been identified for legal hold.

**Final Disposition**

AR (Archival Review required prior to secure destruction).

**Retention Rationale**

Retention based on current operational use.

**Filing Notes/Location**

--

**Secondary Copies**

--

**Special Instructions**

Digitization: --

See also:     *Informal Conflict File* (Human Resources), HUM-15  
                  *Formal Conflict File* (Human Resources), HUM-16

**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.

**Description**

Consists of information tracking advisory requests and records of consultations made by Equity and Inclusive Communities for Carleton University departments. May include intake information, correspondence, notes, and reports.

**Office of Primary Responsibility**

Equity and Inclusive Communities

**Retention Summary**

Retain in unit for 10 years from delivery of final advisory services.

**Final Disposition**

AR (Archival Review required prior to secure destruction).

**Retention Rationale**

Retention based on operational requirements.

**Filing Notes/Location**

--

**Secondary Copies**

Secondary copies may be located within units making advisory requests. These records should be retained for a minimum of 10 years from delivery of advisory service but retention should be extended as operationally required.

**Special Instructions**

Digitization: --

See also: *Human Rights Case Files – EIC, CAM-34*

**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.

<b>CAM-30</b>	<b>EIC – Training &amp; Education</b>	<b>CAMPUS OPERATIONS</b>	<b>2026-05</b>
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**Description**

Consists of planning documents and correspondence supporting education, training, and awareness of equity and inclusivity efforts at Carleton University.

**Office of Primary Responsibility**

Equity and Inclusive Communities

**Retention Summary**

Retain in unit for minimum 1 year from event or as operationally needed.

**Final Disposition**

AR – Corporate Records and Archives may sample materials for archiving.

**Retention Rationale**

Retention based on operational requirements.

Ministry of Colleges, Universities, Research Excellence and Security, R.S.O., 1990, O.Reg. 131/16: Sexual Violence at Colleges and Universities, s. 5

**Filing Notes/Location**

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**Secondary Copies**

--

**Special Instructions**

Digitization: --

See also: --

**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.

<b>CAM-31</b>	<b>EIC - Sexual Violence Response</b>	<b>CAMPUS OPERATIONS</b>	<b>2026-05</b>
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**Description**

Consists of records documenting reports of sexual violence. May include intake notes, case notes and case management records, records of case resolutions, documentation of support provided to individuals, and correspondence and records detailing consultations with police and community partners.

**Office of Primary Responsibility**

Equity and Inclusive Communities

**Retention Summary**

Retain in unit for 10 years from last action on file and transfer to Corporate Records & Archives for an additional 50 years.

Records must be reviewed upon completion of period for any ongoing retention requirements including, but not limited to, active investigations by law enforcement agencies or the university, as well as legal holds.

**Final Disposition**

AR

**Retention Rationale**

Carleton University Sexual Violence Policy  
Retention based on current operational practice and the Ottawa Police Service Records Retention Scheduling.  
Limitations Act, S.O., 2002, s. 24, Sched. B s. 16 (1h)

**Filing Notes/Location**

--

**Secondary Copies**

--

**Special Instructions**

Digitization: --

See also: *Security & Incident Case Files (Sexual Violence)*, SAS-06.

**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.

**Description**

Records consist of the reporting created and issued by Equity and Inclusive Communities, both internal and external, to meet requirements under university policy and procedures as well as statutory regulations. May include, but not limited to, annual reports to the university Board of Governors as well as reporting to government agencies such as the Ministry of Colleges, Universities, Research Excellence, and Security.

**Office of Primary Responsibility**

Equity and Inclusive Communities

**Retention Summary**

Retain in unit for minimum of 10 years unless required for ongoing operational need.

**Final Disposition**

P – Transfer to Corporate Records & Archives for permanent preservation.

**Retention Rationale**

Retention based on current operational need.

**Filing Notes/Location**

--

**Secondary Copies**

--

**Special Instructions**

Digitization: --

See also: --

**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.

CAM-33

Student Events Risk  
Management System

Campus Operations

2024-03

### Description

Consists of records and data that capture the risk management review and approval process for events held at Carleton University, including notes, confirmation of approval or denial of event, and any other information used by staff reviewing the event submissions.

### Office of Primary Responsibility

Office of the Vice-President (Students and Enrolment) – Student Experience Office  
Office of Risk Management

### Retention Summary

Retain in unit 2 years from confirmation of approval or denial of event submission.

### Final Disposition

D

### Retention Rationale

Retention based on anticipated operational use.  
FIPPA, s. 40 (1), Reg. 460 (5)

### Filing Notes/Location

- Aggregate summaries or reports created by survey data may be retained longer based on operational needs.

### Secondary Copies

- Ensure that all duplicates are disposed of by completion of retention period.

### Special Instructions

**Digitization:** Web and other electronic forms may be exported to a stable format (e.g. excel) for the purposes of operational use and retention.

**See also:** For *Research Ethics*, see: RES-09 – RES-10.  
For *Permission and Waiver Forms*, CAM-20.

**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.