



MOUNT ROYAL UNIVERSITY RECORDS RETENTION SCHEDULE

FUNCTIONAL CATEGORIES:

(AA) – ACADEMIC AFFAIRS

Pertains to records related to the planning, development, delivery and evaluation of academic programs.

- *Academic Programming, Instructional Delivery (Student Assignments, Examinations, Grades, Research Projects)*

(AD) – ADMINISTRATION

Pertains to records related to administrative activities by the University that are not covered in other functional classifications.

- *Associations, Committees, Meeting Minutes*

(BP) – BUILDINGS & PROPERTIES

Pertains to records related to the acquisition and construction of new buildings, leasing, and/or renting of facilities, allocation of space, altering and expanding existing facilities, and the maintenance or repair of University buildings or property.

- *Facilities Management (Building Projects, Drawings, Renovations, Signage, Space Naming)*

(FI) – FINANCIAL

Pertains to records related to the financial activities by the University such as, budgeting, financial planning, managing funds and investments, and the receipt and control of expenditure.

- *Financial Services & Risk Management (Accounts Payable, Accounts Receivable, Journal Entries, Grant Funding), Supply Chain Services, Development (Foundation) (Alumni Services)*

(GO) – GOVERNANCE

Pertains to records related to the overall management and direction of the University.

- *Board of Governors, General Faculties Council, Presidential Meetings, Development (Foundation)*

(HR) – HUMAN RESOURCES

Pertains to records related to personnel administration activities of Faculty and Staff such as, hiring, training, development, and performance evaluations.

- *Human Resources (Payroll, Leaves, Benefits), Office of the Dean (Tenure Awards)*

(IA) – INSTITUTIONAL ANALYSIS

Pertains to records related to the analysis and assessment of student demographics, academic disciplines, departments, institutional performance, and trends/issues impacting institutional performance.

- *Institutional Research & Planning (National Survey of Student Engagement (NSSE)), Institutional Analysis*

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FUNCTIONAL CATEGORIES:

(IT) – INFORMATION TECHNOLOGY

Pertains to *records related to the overall management of Information Technology Services provided at the University.*

- *Information Technology Services (Account Management, Blackboard, Computer Hardware/Software, Systems), Campus Card Services (Business & Retail Services)*

(LR) – LEGAL AND REGULATORY

Pertains to records related to legal and regulatory matters in the operation of the University and meeting its mandate.

- *Executive Offices, Financial Services & Risk Management, Governance & Legal Services, Supply Chain Services, University Records, FOIP Office*

(ME) – MATERIALS & EQUIPMENT

Pertains to records related to the procurement of services and material, leasing and/or renting, maintenance and repair, and ultimate retirement or disposal of materials, furniture, equipment, and supplies.

- *Business & Retail Services, Supply Chain Services (Tenders and Request for Proposals (RFP's))*

(PR) – PUBLIC RELATIONS

Pertains to records related to the University's efforts in building positive relations with the public, developing fund raising campaigns, marketing, advertising, and advancement of the University and its programs.

- *University Advancement, Marketing and Communications, Development Office (Alumni Services)(Foundation)*

(SA) – STUDENT AFFAIRS

Pertains to records related to student affairs, from application to graduation.

- *Registrar (Student Records), Continuing Education, Career Services, Iniskim Centre, Residence Services, Student Counseling Services, Transitional Vocational Program (TVP, Practicums)*

(SS) – SUPPORT SERVICES

Pertains to records related to support services provided to the Mount Royal University community.

- *Bookstore (Business & Retail Services), Library, Archives & Special Collections, Campus Equity & Meaningful Inclusion, Parking & Transportation Services, Recreation, Security Services, Wellness Services*



MOUNT ROYAL UNIVERSITY RECORDS RETENTION SCHEDULE

ACADEMIC AFFAIRS - 1/8: records related to the planning, development, delivery, and evaluation of academic programs.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
AA000	Policy & Procedures Records related to the current policies and procedures pertaining to academic programs.	-	S	-	S	<i>For the retention of most current policies for reference purposes only (use 000's).</i> <i>For policy development (see GO019).</i>	Alberta Administrative Records Disposition Authority
AA001	Academic Affairs – General Records that are of a general in nature, and for which no suitable classification code exists under this section.	Various Departments	C + 3	-	4		Alberta FOIP Act (68) Alberta Limitations Act (80,81)
AA002	Program Development Records related to the development of new programs. <u>Includes:</u> Program proposals, terminations, and suspensions. <u>Notes:</u> <i>Delivered programs should be transferred to (AA003, AA004, AA005, AA006 or AA007).</i>	Various Departments	T + 2	8	10	T = End of program development *Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
AA003	Academic Programming – Degree Records related to delivered programs. <u>Includes:</u> Program planning, coordination, rationalization, program evaluation, termination and suspension.	Various Departments	T + 2	8	10	T = Termination of Program *Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)

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Mount Royal University – Records and Information Management (RIM) Program Policy
Records Retention Schedule – June 19, 2018
(Contact Extension x7288)

ACADEMIC AFFAIRS - 2/8: records related to the planning, development, delivery, and evaluation of academic programs.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
AA004	Academic Programming – Diploma Records related to delivered programs. <u>Includes:</u> Program planning, coordination, rationalization, program evaluation, termination and suspension.	Various Departments	T + 2	8	10	T = Termination of Program *Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
AA005	Academic Programming – Certificate Records related to delivered programs. <u>Includes:</u> Program planning, coordination, rationalization, program evaluation, termination and suspension.	Various Departments	T + 2	8	10	T = Termination of Program *Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
AA006	Academic Programming - Transfer Records related to delivered programs that are transferable from one educational institution to another. <u>Includes:</u> Program planning, coordination, rationalization, program evaluation, termination and suspension.	Various Departments	T + 2	8	10	T = Termination of Program *Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
AA007	Academic Programming – Other Records related to other delivered programs, and programs that cannot be classified under existing codes in this section. <u>Includes:</u> Credit free & part-time programs, program planning, co-ordination, rationalization, program evaluation, termination and suspension.	Various Departments	T + 2	8	10	T = Termination of Program *Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
AA008	Academic Courses Records related to Courses. <u>Includes:</u> Course material, course credit values, sample resource material.	Various Departments	T + 1	4	5	T = Termination of Course	Alberta FOIP Act (68) Alberta Limitations Act (80,81)

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ACADEMIC AFFAIRS - 3/8: records related to the planning, development, delivery, and evaluation of academic programs.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
AA009	Academic Courses - Transfer Records related to the development, negotiation for delivery of academic courses that are transferable from one educational institution to another. <u>Includes:</u> Course material, course credit values, sample resource material.	Various Departments	T + 1	4	5	T = Termination of Course	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
AA010	Curriculum Development Records related to the development of curricula that are not course or program specific. <u>Includes:</u> Curriculum development, renewal and outcomes.	Various Departments	T + 1	4	5	T = Termination of Curriculum	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
AA011	Curriculum Submissions Records related to the development of specific courses. <u>Includes:</u> Curriculum Submission forms, course proposals, letters of support for transfer.	Various Departments	T + 1	4	5	T = Termination of Course	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
AA012	Instructional Delivery Records related to the application planning and formats for delivery of instruction. <u>Includes:</u> Classification of instructional types, computer assisted learning, distance education and correspondence courses. <u>Notes:</u> <i>See (AA003 through AA007) for specific program planning.</i> <i>Faculty and Student course material on Blackboard will be maintained until end of current term plus 2 years (see IT011).</i>	Various Departments	T + 2	-	2	T = End of current term	Alberta FOIP Act (68) Alberta Limitations Act (80,81)

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ACADEMIC AFFAIRS - 4/8: records related to the planning, development, delivery, and evaluation of academic programs.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
AA013	Program Accreditation Records related to the general process of granting accreditation to programs by professional organizations.	Office of the Dean Executive Offices	S + 3 S + 3	3 3	P P	*Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
AA014	Program Brokering Records related to the purchase, brokerage or sharing of academic programs, courses and instructional material by and from the University. <u>Notes:</u> <i>For program brokering contracts (see LR007).</i>	Executive Offices	T + 4	6	10	T = Termination of Program	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
AA015	Research Projects Records related to research and development programs or projects. <u>Includes:</u> Scholastic research, research related to teaching and learning, etc.	Research, Scholarship and Community Engagement Executive Offices Various Departments	T + 1 T + 1 T + 1	4 4 4	5 5 5	T = Date of Project Completion T = Date of Project Completion T = Date of Project Completion	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
AA016	Academic Funding Records related to the external funding mechanisms for academic programs, curricula and courses. <u>Includes:</u> Enrolment Planning Envelope, Learning Enhancement Envelope, etc. <u>Notes:</u> <i>Funding filed with Executive Offices (see FI034).</i> <i>Fundraising filed with Foundation (see FI035).</i> <i>Donors filed with Foundation (see FI036).</i>	Executive Offices	C + 5	P	P	Records retained permanently to provide audit material on the allocation of funds.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)

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ACADEMIC AFFAIRS - 5/8: records related to the planning, development, delivery, and evaluation of academic programs.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
AA017	Program Delivery - Degree Records related to the delivery of programs, including non-credit. <u>Includes:</u> Completed examinations, program evaluations by students, program delivery material, class attendance lists, grade sheets, grade books, etc. <u>Notes:</u> <i>For course outlines (See AA024).</i> <i>For practicum administration (See SA033).</i>	Office of the Dean (credit)	T + 1	-	1	T = End date of semester	Alberta FOIP Act (68) Alberta Limitations Act (80,81) MRU Grades and Examinations Policy MRU Final Grades Appeals Policy
		Continuing Education Registration (non-credit)	T + 1	-	1	T = End date of semester Final examinations = 1 year from end of semester. Class attendance = 1 year from end of semester. Transitory records: Records held by instructors containing <u>draft information</u> submitted for final entry such as, calculations of grades, draft grade sheets, are retained for 6 months in case of grade appeal. <i>*This period may also be applied to unclaimed assignments (midterms, reports, tests, posters (electronic/paper)).</i>	
AA018	Program Delivery - Diploma Records related to the delivery of programs including non-credit. <u>Includes:</u> Completed examinations, program evaluations by students, program delivery material, class attendance lists, grade sheets, grade books, etc. <u>Notes:</u> <i>For course outlines (See AA024).</i> <i>For practicum administration (See SA033).</i>	Office of the Dean (credit)	T + 1	-	1	T = End date of semester	Alberta FOIP Act (68) Alberta Limitations Act (80,81) MRU Grades and Examinations Policy MRU Final Grades Appeals Policy
		Continuing Education Registration (non-credit)	T + 1	-	1	T = End date of semester Final examinations = 1 year from end of semester. Class attendance = 1 year from end of semester. Transitory records: Records held by instructors containing <u>draft information</u> submitted for final entry such as, calculations of grades, draft grade sheets, are retained for 6 months in case of grade appeal. <i>*This period may also be applied to unclaimed assignments (midterms, reports, tests, posters (electronic/paper)).</i>	

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ACADEMIC AFFAIRS - 6/8: records related to the planning, development, delivery, and evaluation of academic programs.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
AA019	Program Delivery - Certificate Records related to the delivery of programs, including non-credit. <u>Includes:</u> Completed examinations, program evaluations by students, program delivery material, class attendance lists, grade sheets, grade books, etc. <u>Notes:</u> <i>For course outlines (See AA024).</i> <i>For practicum administration (See SA033).</i>	Office of the Dean (credit)	T + 1	-	1	T = End date of semester	Alberta FOIP Act (68) Alberta Limitations Act (80,81) MRU Grades and Examinations Policy MRU Final Grades Appeals Policy
		Continuing Education Registration (non-credit)	T + 1	-	1	T = End date of semester Final examinations = 1 year from end of semester. Class attendance = 1 year from end of semester. Transitory records: Records held by instructors containing <u>draft information</u> submitted for final entry such as, calculations of grades, draft grade sheets, are retained for 6 months in case of grade appeal. <i>*This period may also be applied to unclaimed assignments (midterms, reports, tests, posters (electronic/paper)).</i>	
AA020	Program Delivery - Transfer Records related to the delivery of programs, including non-credit. <u>Includes:</u> Completed examinations, program evaluations by students, program delivery material, class attendance lists, grade sheets, grade books, etc. <u>Notes:</u> <i>For course outlines (See AA024).</i> <i>For practicum administration (See SA033).</i>	Office of the Dean (credit)	T + 1	-	1	T = End date of semester	Alberta FOIP Act (68) Alberta Limitations Act (80,81) MRU Grades and Examinations Policy MRU Final Grades Appeals Policy
		Continuing Education Registration (non-credit)	T + 1	-	1	T = End date of semester Final examinations = 1 year from end of semester. Class attendance = 1 year from end of semester. Transitory records: Records held by instructors containing <u>draft information</u> submitted for final entry such as, calculations of grades, draft grade sheets, are retained for 6 months in case of grade appeal. <i>*This period may also be applied to unclaimed assignments (midterms, reports, tests, posters (electronic/paper)).</i>	

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ACADEMIC AFFAIRS - 7/8: records related to the planning, development, delivery, and evaluation of academic programs.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
AA021	Program Delivery - Other Records related to the delivery of programs, including non-credit. <u>Includes:</u> Completed examinations, program evaluations by students, program delivery material, class attendance lists, grade sheets, grade books, etc. <u>Notes:</u> <i>For course outlines (See AA024).</i> <i>For practicum administration (See SA033).</i>	Office of the Dean (credit)	T + 1	-	1	T = End date of semester	Alberta FOIP Act (68)
		Continuing Education Registration (non-credit)	T + 1	-	1	T = End date of semester Final examinations = 1 year from end of semester. Class attendance = 1 year from end of semester. Transitory records: Records held by instructors containing <u>draft information</u> submitted for final entry such as, calculations of grades, draft grade sheets, are retained for 6 months in case of grade appeal. <i>*This period may also be applied to unclaimed assignments (midterms, reports, tests, posters (electronic/paper)).</i>	Alberta Limitations Act (80,81) MRU Grades and Examinations Policy MRU Final Grades Appeals Policy
AA022	Course Delivery Records related to the delivery of individual courses which are or are not program specific, including non-credit. <u>Includes:</u> Completed examinations, program evaluations by students, program delivery material, class attendance lists, grade sheets, grade books, etc. <u>Notes:</u> <i>For course outlines (See AA024).</i> <i>For practicum administration (See SA033).</i>	Office of the Dean (credit)	T + 1	-	1	T = End date of semester	Alberta FOIP Act (68)
		Continuing Education Registration (non-credit)	T + 1	-	1	T = End date of semester Final examinations = 1 year from end of semester. Class attendance = 1 year from end of semester. Transitory records: Records held by instructors containing <u>draft information</u> submitted for final entry such as, calculations of grades, draft grade sheets, are retained for 6 months in case of grade appeal. <i>*This period may also be applied to unclaimed assignments (midterms, reports, tests, posters (electronic/paper)).</i>	Alberta Limitations Act (80,81) MRU Grades and Examinations Policy MRU Final Grades Appeals Policy

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ACADEMIC AFFAIRS - 8/8: records related to the planning, development, delivery, and evaluation of academic programs.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
AA023	Research Institutes Records related to the administration and reporting of University research institutes. -Centre for Child Well-Being -Institute for Community Prosperity (ICP) -Institute for Environmental Sustainability (IES) (see PR006) -Institute of Innovation & Entrepreneurship (IIE) -Institute for Scholarship of Teaching & Learning (ISOTL) (see PR006) -Miistakis Institute (MI) <u>Notes:</u> For annual reports (see AD028).	Executive Offices Research Institute	T + 1 T + 1	4 4	5 5	T = Closure of institute T = Closure of institute *Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81) Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (337)
AA024	Course Outlines Records related to course outlines. <u>Includes:</u> Course outlines.	Chair of the Department	S + 10	-	10	S = Course is superseded	Alberta FOIP Act (68) Alberta Post-Secondary Learning Act (122)

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ADMINISTRATION – 1/11: records related to administrative activities of the University that are not covered in other functional classifications.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
AD000	Policy & Procedures Records related to the current policies and procedures pertaining to administrative functions and activities.	-	S	-	S	<i>For the retention of most current policies for reference purposes only (use 000's).</i> <i>For policy development (see GO019).</i>	Alberta Administrative Records Disposition Authority
AD001	Administration – General Records that are of a general administrative nature, and for which no suitable classification code exists under this section.	Various Business Units	C + 3	-	4		Alberta FOIP Act (68) Alberta Limitations Act (80,81)
AD002	Councils & Committees – MRU Academic Records related to MRU committees structured to address academic & student matters. <u>Includes:</u> Minutes of meetings, retreats, reports, membership listings, committee charters. <u>Executive Offices Include:</u> - Advisory Committees - Chair's Assembly - Deans Council (DC) - Provost's Advisory Council (PAC) - Senior Academic Officers (SAO) - Steering Committee for the Review of Tenure and Promotion (SCTP) - University Tenure and Promotion Committee (UTPC) - Task Force on Student Evaluation of Learning - Working Groups (Provost) Task groups <u>Notes:</u> <i>Academic Program and Policy Committee –APPC (see GO007).</i> <i>General Faculties Council (GFC) (see GO007).</i>	Chair of Committee Executive Offices	T + 2 T + 2	9 9	11 11	T = Dissolution of committee, task force or council. T = Dissolution of committee, task force or council. *Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81) Alberta Post-Secondary Learning Act (122) Canada Business Corporations Act (159) [provides guidance] Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (337)

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ADMINISTRATION - 2/11: records related to administrative activities of the University that are not covered in other functional classifications.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
AD003	<p>Councils & Committees – MRU Non-Academic Records related MRU committees structured to address non-academic matters.</p> <p><u>Includes:</u> Minutes of meetings, retreats, reports, membership listings, committee charters.</p> <p><u>Executive Offices Includes:</u> - Art Committee - Council of Western Financial Logistical and Operational Personnel (COWFLOP) - Healthy Campus Steering Committee - Institutional Risk Management Steering Committee - Resource Planning Task Force - Sabbatical Leave Committee - Senior Business Officers (SBO) - Vice-President's Advisory Group (VPAG)</p> <p><u>SACL Office Includes:</u> - Concerning Behaviour on Campus Team (CBCT) - Student Centre Liaison Committee (SCLC)</p>	<p>Chair of Committee</p> <p>Executive Offices</p> <p>Student Affairs and Campus Life</p>	<p>T + 2</p> <p>T + 2</p> <p>T + 2</p>	<p>9</p> <p>9</p> <p>9</p>	<p>11</p> <p>11</p> <p>11</p>	<p>T = Dissolution of committee, task force or council.</p> <p>T = Dissolution of committee, task force or council.</p> <p>T = Dissolution of committee, task force or council.</p>	<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p> <p>Canada Business Corporations Act (159) [provides guidance]</p> <p>Canada Income Tax Act (209)</p> <p>Canada Labour Code (227,231,276)</p>
AD004	<p>Councils & Committees – Local Academic Records related to MRU participation in committees with external local agencies, structured to address specific academic tasks.</p> <p><u>Includes:</u> Minutes of meetings, reports, appointments, membership listings, committee charters.</p> <p><u>Notes:</u> <i>For local government academic meetings (see LR016).</i></p>	<p>Chair of Committee</p>	<p>C + 2</p>	<p>3</p>	<p>6</p>	<p>*Some records may be selected for retention by the MRU Archives & Special Collections.</p>	<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p> <p>Alberta Post-Secondary Learning Act (122)</p>

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ADMINISTRATION - 3/11: records related to administrative activities of the University that are not covered in other functional classifications.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
AD005	Councils & Committees – Provincial Academic Records related to MRU participation in committees with external provincial agencies, structured to address specific academic tasks. <u>Includes:</u> Minutes of meetings, reports, appointments, membership listings, committee charters. <u>Notes:</u> <i>For Provincial Government academic meetings (see LR017).</i>	Chair of Committee	C + 2	3	6	*Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81) Alberta Post-Secondary Learning Act (122)
AD006	Councils & Committees – National Academic Records related to MRU participation in committees with external national agencies, structured to address specific academic tasks. <u>Includes:</u> Minutes of meetings, reports, appointments, membership listings, committee charters. <u>Notes:</u> <i>For Federal Government academic meetings (see LR018).</i>	Chair of Committee	C + 2	3	6	*Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81) Alberta Post-Secondary Learning Act (122)
AD007	Councils & Committees – International Academic Records related to MRU participation in committees with external international agencies, structured to address specific academic tasks. <u>Includes:</u> Minutes of meetings, reports, appointments, membership listings, committee charters. <u>Notes:</u> <i>For International Government academic meetings (see LR019).</i>	Chair of Committee	C + 2	3	6	*Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81) Alberta Post-Secondary Learning Act (122)

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Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
AD008	<p>Councils & Committees – Local Non-Academic Records related to MRU participation in committees with external local agencies, structured to address specific non-academic tasks.</p> <p><u>Includes:</u> Minutes of meetings, reports, appointments, membership listings, committee charters.</p> <p><u>Notes:</u> <i>For local government non-academic meetings (see LR020).</i></p>	Chair of Committee	C + 2	3	6		<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p>
AD009	<p>Councils & Committees – Provincial Non-Academic Records related to MRU participation in committees with external provincial agencies, structured to address specific non-academic tasks.</p> <p><u>Includes:</u> Minutes of meetings, reports, appointments, membership listings, committee charters.</p> <p><u>Notes:</u> <i>For Provincial Government non-academic meetings (see LR021).</i></p>	Chair of Committee	C + 2	3	6		<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p>
AD010	<p>Councils & Committees – National Non-Academic Records related to MRU participation in committees with external national agencies, structured to address specific non-academic tasks.</p> <p><u>Includes:</u> Minutes of meetings, reports, appointments, membership listings, committee charters.</p> <p><u>Notes:</u> <i>For Federal Government non-academic meetings (see LR022).</i></p>	Chair of Committee	C + 2	3	6		<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p>

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ADMINISTRATION - 5/11: records related to administrative activities of the University that are not covered in other functional classifications.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
AD011	<p>Councils & Committees – International Non-Academic Records related to MRU participation in committees with external international agencies, structured to address specific non-academic tasks.</p> <p><u>Includes:</u> Minutes of meetings, reports, appointments, membership listings, committee charters.</p> <p><u>Notes:</u> <i>For International Government non-academic meetings (see LR023).</i></p>	Chair of Committee	C + 2	3	6		<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p>
AD012	<p>Associations & Societies – MRU Faculty Records related to associations, clubs, societies and other similar organizations created for the Faculty.</p> <p><u>Includes:</u> Mount Royal Faculty Association (MRFA).</p> <p><u>Executive Offices Include:</u> Mount Royal Faculty Association (MRFA) collective agreements</p>	<p>President of Association</p> <p>Executive Offices</p>	<p>C + 4</p> <p>C + 4</p>	<p>P</p> <p>P</p>	<p>P</p> <p>P</p>	<p>*Some records may be selected for retention by the MRU Archives & Special Collections.</p>	<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p> <p>Alberta Post-Secondary Learning Act (122)</p> <p>Canada Labour Code (227,231,276)</p>
AD013	<p>Associations & Societies – MRU Staff Records related to associations, clubs, societies and other similar organizations created for staff.</p> <p><u>Includes:</u> Mount Royal Staff Association (MRSA).</p> <p><u>Executive Offices Include:</u> Mount Royal Staff Association (MRSA) collective agreements.</p>	<p>President of Association</p> <p>Executive Offices</p>	<p>C + 4</p> <p>C + 4</p>	<p>P</p> <p>P</p>	<p>P</p> <p>P</p>	<p>*Some records may be selected for retention by the MRU Archives & Special Collections.</p>	<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p> <p>Alberta Post-Secondary Learning Act (122)</p> <p>Canada Labour Code (227,231,276)</p>

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ADMINISTRATION - 6/11: records related to administrative activities of the University that are not covered in other functional classifications.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
AD014	<p>Associations & Societies – MRU Students Records related to associations, clubs, societies and other similar organizations created for the students, and managed by the students.</p> <p><u>Includes:</u> -Students Association of MRU (SAMRU).</p> <p><u>Executive Offices Include:</u> -Students Association of MRU (SAMRU) -Membership Information -Issues</p> <p><u>Notes:</u> <i>For License of Occupation agreements (see LR008).</i></p>	<p>President of Association</p> <p>Executive Offices</p>	<p>C + 4</p> <p>C + 4</p>	<p>P</p> <p>P</p>	<p>P</p> <p>P</p>	<p>*Some records may be selected for retention by the MRU Archives & Special Collections.</p>	<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p> <p>Alberta Post-Secondary Learning Act (122)</p>
AD015	<p>Associations & Societies – Local Academic Records related to interaction between MRU and academic professional associations, clubs, societies, boards and other similar organizations.</p> <p><u>Includes:</u> Correspondence, minutes, membership and fees.</p>	Various Business Units	C + 2	2	5		<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p> <p>Alberta Post-Secondary Learning Act (122)</p>
AD016	<p>Associations & Societies – Provincial Academic Records related to interaction between MRU and academic professional associations, clubs, societies, boards and other similar organizations.</p> <p><u>Includes:</u> Correspondence, minutes, membership and fees.</p>	Various Business Units	C + 2	2	5		<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p> <p>Alberta Post-Secondary Learning Act (122)</p>

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ADMINISTRATION - 7/11: records related to administrative activities of the University that are not covered in other functional classifications.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
AD017	Associations & Societies – National Academic Records related to interaction between MRU and academic professional associations, clubs, societies, boards and other similar organizations. <u>Includes:</u> Correspondence, minutes, membership and fees.	Various Business Units	C + 2	2	5		Alberta FOIP Act (68) Alberta Limitations Act (80,81) Alberta Post-Secondary Learning Act (122)
AD018	Associations & Societies – International Academic Records related to interaction between MRU and academic professional associations, clubs, societies, boards and other similar organizations. <u>Includes:</u> Correspondence, minutes, membership and fees.	Various Business Units	C + 2	2	5		Alberta FOIP Act (68) Alberta Limitations Act (80,81) Alberta Post-Secondary Learning Act (122)
AD019	Associations & Societies – Local Non-Academic Records related to interaction between MRU and non-academic professional and community associations, clubs, societies, boards and other similar organizations. <u>Includes:</u> Correspondence, minutes, membership and fees.	Various Business Units	C + 2	2	5		Alberta FOIP Act (68) Alberta Limitations Act (80,81)
AD020	Associations & Societies – Provincial Non-Academic Records related to interaction between MRU and non-academic professional and community associations, clubs, societies, boards and other similar organizations. <u>Includes:</u> Correspondence, minutes, membership and fees.	Various Business Units	C + 2	2	5		Alberta FOIP Act (68) Alberta Limitations Act (80,81)

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ADMINISTRATION – 8/11: records related to administrative activities of the University that are not covered in other functional classifications.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
AD021	Associations & Societies – National Non-Academic Records related to interaction between MRU and non-academic professional associations, clubs, societies, boards and other similar organizations. <u>Includes:</u> Correspondence, minutes, membership and fees.	Various Business Units	C + 2	2	5		Alberta FOIP Act (68) Alberta Limitations Act (80,81)
AD022	Associations & Societies – International Non-Academic Records related to interaction between MRU and non-academic professional associations, clubs, societies, boards and other similar organizations. <u>Includes:</u> Correspondence, minutes, membership and fees.	Various Business Units	C + 2	2	5		Alberta FOIP Act (68) Alberta Limitations Act (80,81)
AD023	Educational Institutions - Local Records related to interaction between MRU and local educational institutions which develop and deliver academic programs. <u>Includes:</u> Universities, colleges and schools.	Various Business Units	C + 2	2	5	*Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
AD024	Educational Institutions - Provincial Records related to interaction between MRU and provincial educational institutions which develop and deliver academic programs. <u>Includes:</u> Universities, colleges and schools.	Various Business Units	C+ 2	2	5	*Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
AD025	Educational Institutions - National Records related to interaction between MRU and national educational institutions which develop and deliver academic programs. <u>Includes:</u> Universities, colleges and schools.	Various Business Units	C + 2	2	5	*Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)

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ADMINISTRATION - 9/11: records related to administrative activities of the University that are not covered in other functional classifications.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
AD026	Educational Institutions - International Records related to interaction between MRU and international educational institutions which develop and deliver academic programs. <u>Includes:</u> Universities, colleges and schools.	Various Business Units	C + 2	2	5	*Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
AD027	Business Partnerships Records related to co-operative initiatives and partnerships with non-academic organizations.	Various Business Units	C + 2	2	5	*Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
AD028	Departmental Planning Records related to individual business unit plans which support the corporate mandate. <u>Includes:</u> Goals & objectives, business plan, department submissions, etc. <u>Executive Offices Include:</u> Department annual reports. <u>Notes:</u> <i>For University Strategic Planning (see GO004).</i>	Various Business Units Executive Offices	C + 4 C + 4	- -	5 5	*Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
AD029	Departmental Reviews Records related to individual business unit reviews. <u>Includes:</u> Administrative reviews, leadership reviews, etc.	Executive Offices (Vice-Presidents)	C + 9	-	10		Alberta FOIP Act (68) Alberta Limitations Act (80,81)

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ADMINISTRATION - 10/11: records related to administrative activities of the University that are not covered in other functional classifications.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
AD030	<p>Department Meetings Records related to Faculty and Staff meetings of a general nature.</p> <p><u>Includes:</u> Minutes of meetings, reporting meetings, background documents.</p> <p>- Deans Advisory Group (DAG) - Directors Advisory Group</p> <p><u>Notes:</u> <i>For Vice-President's Advisory Group (VPAG) (see AD003).</i> <i>For Vice-President's Advisory Council (VPAC) (see AD003).</i> <i>For President's Executive Committee (PEC) (see GO014).</i></p>	Various Business Units	C + 2	-	3		<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p> <p>Canada Labour Code (227,231,276)</p>
AD031	<p>Retreats Records related to retreats attended by Faculty and Staff of the University.</p> <p><u>Includes:</u> Agenda, minutes, background information, itineraries, accommodation and directions to site.</p>	Various Business Units	C + 4	-	5		<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p>
AD032	<p>Travel & Visits Records related to information on destinations, travel preparation and visits by University officials and visits of external guests and dignitaries to the University.</p> <p><u>Includes:</u> Itineraries, maps, briefing material, visas, immunization and regulatory requirements.</p>	Executive Offices	C + 4	-	5		<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p>

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ADMINISTRATION – 11/11: records related to administrative activities of the University that are not covered in other functional classifications.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
AD033	Disaster Recovery Records related to the development, testing and maintenance of the University business resumption plan or disaster recovery plan. <u>Includes:</u> Contact list, alternate location information and vital records protection.	Various Business Units	S	P	P	Copy of approved Plan should be stored off site at all times or kept in electronic format as a back-up.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
AD034	Studies & Reports Records related to various studies and reports published by MRU Faculty, Staff, or external consultants, on academic or operational matters for which no suitable classification code exists.	Various Business Units	C + 2	3	6	*Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
AD035	Departmental Functions Records related to functions hosted and organized by an academic or service department in the University. <u>Includes:</u> Seasonal functions, conferences, invitations, mailing lists and farewell (retirement) celebrations.	Various Business Units	C + 2	3	6		Alberta FOIP Act (68) Alberta Limitations Act (80,81)
AD036	Liaison – Post Secondary Community Records related to meetings and functions hosted by the University as a forum to foster communication within the post-secondary community. <u>Includes:</u> Faculty and employee lunches.	Various Business Units	C + 2	3	6		Alberta FOIP Act (68) Alberta Limitations Act (80,81)
AD037	Departmental Administration Records of a general nature related to the administration of academic and service departments in the University. <u>Includes:</u> Department evaluations, restructuring proposals.	Executive Offices	C + 2	3	6	*Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)

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BUILDINGS & PROPERTIES - 1/10: records related to the acquisition and construction of new buildings, leasing, and/or renting of facilities, allocation of space, altering and expanding existing facilities, and the maintenance or repair of University buildings or property.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
BP000	Policy & Procedures Records related to the current policies and procedures for the management of facilities.	-	S	-	S	<i>For the retention of most current policies for reference purposes only (use 000's).</i> <i>For policy development (see GO019).</i>	Alberta Administrative Records Disposition Authority
BP001	Buildings & Properties – General Records that are of a general nature, and for which no suitable classification code exists under this section.	Various Business Units	C + 3	-	4		Alberta FOIP Act (68) Alberta Limitations Act (80,81)
BP002	Drawings Civil, mechanical, electrical and structural drawings showing how the facilities have been built. <u>Includes:</u> Construction, structural, architectural, sketches, legal, shop and as-built drawings, and revisions. <u>Notes:</u> <i>For building projects (see BP019).</i> <i>For building information and specifications (see BP020).</i>	Facilities Management	T + 2	P	P	T = End of use (Building) *Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta Environmental Protection and Enhancement Act (60) Alberta Limitations Act (80,81) Canadian Environmental Protection Act (312,313)

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BUILDINGS & PROPERTIES - 2/10: records related to the acquisition and construction of new buildings, leasing, and/or renting of facilities, allocation of space, altering and expanding existing facilities, and the maintenance or repair of University buildings or property.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
BP003	<p>Facilities Utilization – Internal and External Records related to the use of University facilities for internal and external activities.</p> <p><u>Includes:</u> Space utilization planning, classroom inventories, interim space use plans.</p> <p><u>Notes:</u> <i>For building maintenance and space management within Facilities Management (see BP022).</i></p>	<p>Various Business Units</p> <p>Various Business Units</p>	C + 2	4	7		<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p>
BP004	<p>Facilities Utilization – External Records related to the renting and utilization of University facilities by external organizations for activities sponsored by such organizations.</p> <p><u>Includes:</u> Booking schedules, user groups, booking requests and confirmations.</p>	Facilities Management	-	-	-	Note: Retention code amended to BP003.	<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p>
BP005	<p>Facilities Maintenance Records related to the general management concerning maintenance services of the University building facilities.</p> <p><u>Includes:</u> Janitorial, custodial and maintenance services.</p> <p><u>Notes:</u> <i>For building operational maintenance and space management in Facilities Management (see BP022).</i></p>	Facilities Management	C + 2	4	7		<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p> <p>Canada Labour Code (251,277,278)</p>

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BUILDINGS & PROPERTIES - 3/10: records related to the acquisition and construction of new buildings, leasing, and/or renting of facilities, allocation of space, altering and expanding existing facilities, and the maintenance or repair of University buildings or property.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
BP006	Landscaping & Ground Maintenance Records related to the general management of landscaping, leveling, gardening, reforestation or other alterations to the land that may be necessary. <u>Includes:</u> Herbicide applications, studies, specifications and reports.	Facilities Management	C + 2	4	7		Alberta Environmental Protection and Enhancement Act (60) Alberta FOIP Act (68) Alberta Limitations Act (80,81) Canadian Environmental Protection Act (312,313,314)
BP007	Facilities Instrumentation Controls Records related to utilities, and the maintenance and repair of controls. <u>Includes:</u> Power outages, lighting & power transformers, water line breaks, leaks, water treatment, central plant equipment, cooling tower, air conditioning and alarm systems.	Facilities Management	C + 2	4	7		Alberta Environmental Protection and Enhancement Act (60,61) Alberta FOIP Act (68) Alberta Limitations Act (80,81) Canadian Environmental Protection Act (312,313)

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BUILDINGS & PROPERTIES - 4/10: records related to the acquisition and construction of new buildings, leasing, and/or renting of facilities, allocation of space, altering and expanding existing facilities, and the maintenance or repair of University buildings or property.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
BP008	<p>Student Residences Records related to the renovation, expansion and maintenance of the University student residences.</p> <p><u>Includes:</u> Renovation & expansion project files.</p> <p><u>Notes:</u> <i>Documents related to the management of students or individuals applying for or living in residence (see SA030, SA037).</i></p>	Facilities Management	T + 2	P	P	T = Completion of Renovation or Expansion project	<p>Alberta Environmental Protection and Enhancement Act (60,61)</p> <p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p> <p>Canadian Environmental Protection Act (312,313)</p>
BP009	<p>Art & Decor Records related to the design, acquisition, installation, maintenance and repair of all art and décor of the University.</p> <p><u>Includes:</u> Sculptures, paintings, ceramics.</p> <p><u>Notes:</u> <i>For Art Committee (see AD003).</i> <i>For copyright (see LR006 or LR038).</i></p>	<p>Executive Offices</p> <p>Archives & Special Collections</p>	<p>T + 2</p> <p>T + 2</p>	<p>5</p> <p>5</p>	<p>7</p> <p>7</p>	<p>T = Sold or destroyed</p> <p>T = Sold or destroyed</p> <p>*Some records may be selected for retention by the MRU Archives & Special Collections.</p>	<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p> <p>MRU Art Policy</p>

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BUILDINGS & PROPERTIES - 5/10: records related to the acquisition and construction of new buildings, leasing, and/or renting of facilities, allocation of space, altering and expanding existing facilities, and the maintenance or repair of University buildings or property.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
BP010	<p>Signage Records related to the design, installation and maintenance of all internal and external signage of the University.</p> <p><u>Includes:</u> Strategic planning (signage), marketing, and proposals.</p> <p><u>Notes:</u> <i>For department requests for signage and maintenance (see BP024).</i></p>	<p>Executive Offices</p> <p>University Advancement</p>	<p>T + 2</p> <p>T + 2</p>	<p>8</p> <p>8</p>	<p>10</p> <p>10</p>	<p>T = Removed</p> <p>T = Removed</p> <p>*Some records may be selected for retention by the MRU Archives & Special Collections.</p>	<p>Alberta Limitations Act (80,81)</p> <p>Canada Copyright Act (164,165,168,169,170) (171,172,175)</p> <p>Canada Trade-Marks Act (311)</p>
BP011	<p>Commercial Properties Records related to the events leading up to the acquisition and/or lease of commercial properties</p> <p><u>Includes:</u> Proposals, studies, reports, site sketches and maps.</p>	<p>Executive Offices</p> <p>Finance and Administration</p>	<p>T + 2</p> <p>T + 2</p>	<p>5</p> <p>5</p>	<p>7</p> <p>7</p>	<p>T = Purchase or lease of property, or abandonment of project.</p> <p>T = Purchase or lease of property, or abandonment of project.</p>	<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p>
BP012	<p>Renovation Projects Records related to approved renovation and/or expansion projects of existing facilities, from design through to the completion phase.</p> <p><u>Includes:</u> Campus Master Plan, proposals, progress reports, phasing and scheduling.</p> <p><u>Notes:</u> <i>For building drawings (see BP002).</i></p> <p><i>For building information and specifications (see BP020).</i></p> <p><i>For department requests for renovations and alterations (see BP023).</i></p>	<p>Executive Offices</p> <p>Finance and Administration</p>	<p>T + 2</p> <p>T + 2</p>	<p>P</p> <p>P</p>	<p>P</p> <p>P</p>	<p>T = Completion of Project</p> <p>T = Completion of Project</p> <p>*Some records may be selected for retention by the MRU Archives & Special Collections.</p>	<p>Alberta Environmental Protection and Enhancement Act (60)</p> <p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p> <p>Canadian Environmental Protection Act (312,313)</p>

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BUILDINGS & PROPERTIES - 6/10: records related to the acquisition and construction of new buildings, leasing, and/or renting of facilities, allocation of space, altering and expanding existing facilities, and the maintenance or repair of University buildings or property.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
BP013	Environmental Matters Records related to environmental controls and issues pertaining to the University facilities. <u>Includes:</u> Air quality, acoustics, pest control, and pool venting.	Facilities Management	C + 2	P	P		Alberta Environmental Protection and Enhancement Act (60) Alberta FOIP Act (68) Alberta Limitations Act (80,81) Canadian Environmental Protection Act (312,313,315) Canada Labour Code (277,278)
BP014	Waste Management Records documenting the waste management functions to ensure general and hazardous wastes are handled according to government legislation. <u>Includes:</u> Recycling, spills, waste materials storage, manifests, studies and reports.	Facilities Management	C + 2	P	P		Alberta Environmental Protection and Enhancement Act (60) Alberta FOIP Act (68) Alberta Limitations Act (80,81) Alberta Waste Control Regulation (132) Canadian Environmental Protection Act (312,313,315) Canada Labour Code (277,278)

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BUILDINGS & PROPERTIES - 7/10: records related to the acquisition and construction of new buildings, leasing, and/or renting of facilities, allocation of space, altering and expanding existing facilities, and the maintenance or repair of University buildings or property.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
BP015	Environmental Compliance Records related to monitoring of environmental conditions within and around the University. <u>Includes:</u> Daily and annual inspection reports, audits.	Facilities Management	C + 2	P	P		Alberta Environmental Protection and Enhancement Act (60) Alberta FOIP Act (68) Alberta Limitations Act (80,81) Alberta Waste Control Regulation (132) Canadian Environmental Protection Act (312,313,315) Canada Labour Code (277,278)
BP016	Site Development Records related to the development of the properties surrounding the University, and owned by persons or organizations other than Mount Royal University.	Facilities Management	T + 2	5	7	T = Completion of development project	Alberta Environmental Protection and Enhancement Act (60) Alberta FOIP Act (68) Alberta Limitations Act (80,81) Alberta Waste Control Regulation (132) Canadian Environmental Protection Act (312,313,315) Canada Labour Code (277,278)

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BUILDINGS & PROPERTIES - 8/10: records related to the acquisition and construction of new buildings, leasing, and/or renting of facilities, allocation of space, altering and expanding existing facilities, and the maintenance or repair of University buildings or property.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
BP017	External Facilities Records related to the renting and utilization of external facilities for University activities. <u>Includes:</u> Brochures, schedules, floor plans and rental fee charts.	Facilities Management	-	-	-	Note: Retention code amended to BP003.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
BP018	Naming Buildings & Properties Records related to the naming or renaming of University buildings, facilities and properties. <u>Includes:</u> Space naming.	Executive Offices Development Office (Foundation)	C + 2 C + 2	P P	P P	*Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
BP019	Building Projects Records related to the management and administration of building projects. <u>Includes:</u> -Project listing -Change orders -Meeting documents -Leadership in Energy and Environment Design (LEED) (*) For invoicing (see FI002). (*) For funding account reconciliations (see FI020). (*) For approved authorization for expenditure (AFE) (see FI022). (*) For project expenditure sheets (see FI022). (*) For tendering (see ME005). (*) For requisitions (see ME012). <u>Notes:</u> <i>For building information and specifications (see BP020).</i> <i>*The following information is transferred upon project completion:</i> <ul style="list-style-type: none"> o <i>Drawings (to BP002).</i> o <i>Building Owner Manuals (to BP020).</i> o <i>Operational Training Videos (to BP020).</i> 	Facilities Management	C + 2	P	P		Alberta Environmental Protection and Enhancement Act (60) Alberta FOIP Act (68) Alberta Limitations Act (80,81) Alberta Waste Control Regulation (132) Canadian Environmental Protection Act (312,313,315) Canada Labour Code (277,278)

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BUILDINGS & PROPERTIES - 9/10: records related to the acquisition and construction of new buildings, leasing, and/or renting of facilities, allocation of space, altering and expanding existing facilities, and the maintenance or repair of University buildings or property.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
BP020	<p>Building Information Records related to building information and documented operational specifications.</p> <p><u>Includes:</u> -Architectural finishes -Elevators -Roofing -Utilities -High voltage equipment</p> <p><u>Notes:</u> <i>The following information is transferred upon project completion (BP019):</i></p> <ul style="list-style-type: none"> ○ <i>Asbuilt Drawings (to BP002).</i> ○ <i>Building Owner Manuals (to BP020).</i> ○ <i>Operational Training Videos (to BP020).</i> 	Facilities Management	C + 2	P	P		<p>Alberta Environmental Protection and Enhancement Act (60)</p> <p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p> <p>Alberta Waste Control Regulation (132)</p> <p>Canadian Environmental Protection Act (312,313,315)</p> <p>Canada Labour Code (277,278)</p>
BP021	<p>Buildings – Safety Management Records related to buildings and the management of safety.</p> <p><u>Includes:</u> Hazardous material management, sprinkler reports and other building safety documentation.</p>	Facilities Management	C + 2	P	P		<p>Alberta Environmental Protection and Enhancement Act (60)</p> <p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p> <p>Alberta Waste Control Regulation (132)</p> <p>Canadian Environmental Protection Act (312,313,315)</p> <p>Canada Labour Code (277,278)</p>

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BUILDINGS & PROPERTIES - 10/10: records related to the acquisition and construction of new buildings, leasing, and/or renting of facilities, allocation of space, altering and expanding existing facilities, and the maintenance or repair of University buildings or property.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
BP022	Buildings – Maintenance and Space Management Records related to building maintenance and space strategic management. <u>Includes:</u> <i>Archibus Space</i> -Space inventory -Reports -Production drawings <i>Archibus Building Operations</i> -Preventative maintenance -On demand items (maintenance) <i>Archibus Moves Management</i> -Move requests	Facilities Management	C + 2	P	P		Alberta Environmental Protection and Enhancement Act (60) Alberta FOIP Act (68) Alberta Limitations Act (80,81) Alberta Waste Control Regulation (132) Canadian Environmental Protection Act (312,313,315) Canada Labour Code (277,278)
BP023	Requests – Renovations and Alterations Records related to the processing of requests made by departments for renovations or alterations. <u>Includes:</u> Renovation (alteration) status, approvals, priorities.	Facilities Management	T + 2	8	10	T = Date request completed	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
BP024	Requests – Signage and Maintenance Records related to the processing of requests made by departments for maintenance and other services. <u>Includes:</u> Electrical, mechanical, signage, furniture requests.	Facilities Management	T + 2	8	10	T = Date request completed	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
BP025	Requests – Room Bookings Records related to the internal booking of University facilities <u>Includes:</u> Booking requests.	Various Business Units	T + 1	-	1	T = Date of booking	Alberta FOIP Act (68) Alberta Limitations Act (80,81)

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FINANCIAL -1/12: records related to the financial activities by the University such as, budgeting, financial planning, managing funds and investments, and the receipt and control of expenditure.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
F1000	Policy & Procedures Records related to the current policies and procedures for the management of financial matters.	-	S	-	S	<i>For the retention of most current policies for reference purposes only (use 000's).</i> <i>For policy development (see GO019).</i>	Alberta Administrative Records Disposition Authority
F1001	Financial – General Records that are of a general nature, and for which no suitable classification code exists under this section. <u>Includes:</u> Signing authority.	Various Business Units	C + 3	-	4	Signing Authority should be retained until no longer valid.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
F1002	Accounts Payable Records related to the accounts payable function. <u>Includes:</u> General accounts payable invoices and supporting documents, cheque requisitions, accounts payable system report and outstanding credit balances.	Supply Chain Services (A/P)	C + 2	4	7	Do not destroy till completion of audit. Electronic records must be retained as long as hard copies.	Alberta FOIP Act (68) Alberta Climate Change Emissions Management Act (344) Alberta Climate Leadership Act (340,341,342,343) Alberta Limitations Act (80,81) Alberta Personal Income Tax Act (93) Canada Income Tax Act (207,208,218)

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FINANCIAL -2/12: records related to the financial activities by the University such as, budgeting, financial planning, managing funds and investments, and the receipt and control of expenditure.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
FI003	<p>Accounts Receivable Records related to the accounts receivable function.</p> <p><u>Includes:</u> General accounts receivable invoices and supporting documents, late payment schedules, billing schedules and monthly invoice summaries.</p> <p><u>Notes:</u> For MRU Foundation administrative records (see PR002). For MRU Foundation campaign records (see PR005).</p>	<p>Financial Services & Risk Management (A/R)</p> <p>Development Office (Foundation) (Alumni)</p>	C + 2	4	7	<p>Do not destroy till completion of audit.</p> <p>Electronic records must be retained as long as hard copies.</p> <p>Payment Card Industry Data Security: <i>Where Card Holder Data (Credit Card No, Expiry Date, CCV Number) is physically retained refer to the Business Unit's Cash and Payment Handling procedure document.</i></p>	<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p> <p>Alberta Personal Income Tax Act (93)</p> <p>Canada Income Tax Act (207,208,218)</p>
FI004	<p>Expense Statements Records related to Faculty and Staff expenses incurred in the performance of authorized University business.</p> <p><u>Includes:</u> Travel and subsistence expense, and supporting documentation.</p>	Supply Chain Services (A/P)	C + 2	4	7	<p>Do not destroy till completion of audit.</p> <p>Electronic records must be retained as long as hard copies.</p>	<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p> <p>Alberta Personal Income Tax Act (93)</p> <p>Canada Income Tax Act (207,208,218)</p>
FI005	<p>Audit Records related to the function of auditing – internal and external.</p> <p><u>Includes:</u> Reports, follow-up, pre-audit, supporting documents, compliance and testing information.</p>	Financial Services & Risk Management	C + 2	4	7	Electronic records must be retained as long as hard copies.	<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p> <p>Alberta Personal Income Tax Act (93)</p> <p>Canada Income Tax Act (207,208,218)</p>

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FINANCIAL -3/12: records related to the financial activities by the University such as, budgeting, financial planning, managing funds and investments, and the receipt and control of expenditure.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
F1006	Financial Reporting Records related to various financial reporting matters and the financial reporting system.	Financial Services & Risk Management	C + 2	4	7	Do not destroy till completion of audit. *Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81) Alberta Personal Income Tax Act (93) Canada Income Tax Act (207,208,218)
F1007	Financial Statements Records related to the University and departmental monthly and year-end financial statements. <u>Includes:</u> Consolidated financial statements, audited financial statements, and supporting documents.	Financial Services & Risk Management	C + 2	4	7	Do not destroy till completion of audit. Electronic records must be retained as long as hard copies. *Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81) Alberta Personal Income Tax Act (93) Canada Income Tax Act (207,208,218)
F1008	Administrative Fees Records related to fees of a general nature. <u>Includes:</u> Parking, calendars, photocopying, graduation, locker rental, transcripts, association membership, advertising.	Financial Services & Risk Management Various Business Units	C + 2 C + 2	4 4	7 7	Electronic records must be retained as long as hard copies. Payment Card Industry Data Security: <i>Where Card Holder Data (Credit Card No, Expiry Date, CCV Number) is physically retained refer to the Business Unit's Cash and Payment Handling procedure document.</i>	Alberta FOIP Act (68) Alberta Limitations Act (80,81) Alberta Personal Income Tax Act (93) Canada Income Tax Act (207,208,218)

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FINANCIAL -4/12: records related to the financial activities by the University such as, budgeting, financial planning, managing funds and investments, and the receipt and control of expenditure.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
FI009	Academic Fees Records related to the payment, deferral, refund and reassessment of academic fees. <u>Includes:</u> Tuition, examination, T2202A.	Financial Services & Risk Management (A/R)	C + 2	4	7	Electronic records must be retained as long as hard copies. Payment Card Industry Data Security: <i>Where Card Holder Data (Credit Card No, Expiry Date, CCV Number) is physically retained refer to the Business Unit's Cash and Payment Handling procedure document.</i>	Alberta FOIP Act (68) Alberta Limitations Act (80,81) Alberta Personal Income Tax Act (93) Canada Income Tax Act (207,208,218)
FI010	Special Academic Fees Records related to special academic course and program fees. <u>Includes:</u> Co-operative education, and music performance.	Various Business Units	C + 2	4	7	Electronic records must be retained as long as hard copies. Payment Card Industry Data Security: <i>Where Card Holder Data (Credit Card No, Expiry Date, CCV Number) is physically retained refer to the Business Unit's Cash and Payment Handling procedure document.</i>	Alberta FOIP Act (68) Alberta Limitations Act (80,81) Alberta Personal Income Tax Act (93) Canada Income Tax Act (207,208,218)
FI011	International Student Fees Records related to fees for international students with student visa or non-Canadian status enrolling at MRU. <u>Includes:</u> Nonresident fee, student association, health, residence and insurance.	Financial Services & Risk Management (A/R) Enrolment Services	C + 2 C + 2	4 4	7 7	Electronic records must be retained as long as hard copies. Payment Card Industry Data Security: <i>Where Card Holder Data (Credit Card No, Expiry Date, CCV Number) is physically retained refer to the Business Unit's Cash and Payment Handling procedure document.</i>	Alberta FOIP Act (68) Alberta Limitations Act (80,81) Alberta Personal Income Tax Act (93) Canada Income Tax Act (207,208,218)

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FINANCIAL -5/12: records related to the financial activities by the University such as, budgeting, financial planning, managing funds and investments, and the receipt and control of expenditure.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
FI012	Income & Corporate Taxation Records related to Canadian federal and provincial returns and filings for income tax and corporate taxes. <u>Includes:</u> Notices, assessments, appeals and correspondence.	Financial Services & Risk Management	C + 2	4	7	Electronic records must be retained as long as hard copies.	Alberta FOIP Act (68) Alberta Limitations Act (80,81) Alberta Personal Income Tax Act (93) Canada Income Tax Act (207,208,218)
FI013	Goods & Services Tax – GST/HST Records related to the payment of Goods and Services Tax. <u>Includes:</u> Registration forms, reports, returns and notices.	Financial Services & Risk Management	C + 2	4	7	Electronic records must be retained as long as hard copies.	Alberta FOIP Act (68) Alberta Limitations Act (80,81) Canada Income Tax Act (208,209,219)
FI014	Taxation Issues Records related to national and international taxation issues and other general information. <u>Includes:</u> Property tax, sales tax, reports and studies, real estate and withholding taxes.	Financial Services & Risk Management (Supply Chain Services)	C + 2	4	7	Sale date of property + 7 years for real estate matters. Electronic records must be retained as long as hard copies.	Alberta FOIP Act (68) Alberta Limitations Act (80,81) Alberta Personal Income Tax Act (93) Canada Income Tax Act (207,208,218)

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FINANCIAL -6/12: records related to the financial activities by the University such as, budgeting, financial planning, managing funds and investments, and the receipt and control of expenditure.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
FI015	Banking Records related to the transaction of business with banking institutions. <u>Includes:</u> Bank statements, bank slips, activity reports.	Financial Services & Risk Management Development Office (Foundation) (Alumni)	C + 2 C + 2	4 4	7 7		Alberta FOIP Act (68) Alberta Limitations Act (80,81) Alberta Personal Income Tax Act (93) Canada Income Tax Act (207,208,218)
FI016	Investments Records related to investments. <u>Includes:</u> Transfer of funds authorizations and bank confirmations, foreign exchange rates, investment certificates, and investment dealers and agencies.	Financial Services & Risk Management	C + 2	P	P		Alberta FOIP Act (68) Alberta Limitations Act (80,81) Canada Income Tax Act (207,208,218)
FI017	Reserve Funds Records related to reserve funds.	Financial Services & Risk Management	C + 2	P	P		Alberta FOIP Act (68) Alberta Limitations Act (80,81) Canada Income Tax Act (207,208,218)
FI018	Fixed Assets Records related to tangible, durable items of value, including major additions or alterations thereto, from which benefits are expected to be derived during their useful life. <u>Includes:</u> Cost allocations and depreciation.	Financial Services & Risk Management	C + 2	P	P		Alberta FOIP Act (68) Alberta Limitations Act (80,81) Canada Income Tax Act (207,208,218)

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FINANCIAL -7/12: records related to the financial activities by the University such as, budgeting, financial planning, managing funds and investments, and the receipt and control of expenditure.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
FI019	Collections & Stop Payments Records related to the collection of monies owed to the University, and stop payment of monies. <u>Includes:</u> Collection agencies, claims reports, accounts, bad debts, correspondence and student listings.	Financial Services & Risk Management	T + 2	5	7	T = Collection or write off of debt	Alberta FOIP Act (68) Alberta Limitations Act (80,81) Alberta Personal Income Tax Act (93) Canada Income Tax Act (207,208,218)
FI020	Reconciliations Records related to indicating the items of difference between the balance of an account reported by the bank and the account appearing on the books of the University. <u>Includes:</u> Deposits in transit and outstanding cheques.	Financial Services & Risk Management	C + 2	4	7		Alberta FOIP Act (68) Alberta Limitations Act (80,81) Alberta Personal Income Tax Act (93) Canada Income Tax Act (207,208,218)
FI021	Cheques Records related to cheques. <u>Includes:</u> Cancelled cheques, cheque copies, listings, registers, statements and reports.	Financial Services & Risk Management (Supply Chain Services) (A/P)	C + 2	4	7		Alberta FOIP Act (68) Alberta Limitations Act (80,81) Alberta Personal Income Tax Act (93) Canada Income Tax Act (207,208,218)

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FINANCIAL -8/12: records related to the financial activities by the University such as, budgeting, financial planning, managing funds and investments, and the receipt and control of expenditure.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
FI022	Project Accounting Records related to the management of the accounting function for projects.	Financial Services & Risk Management	T + 2	5	7	T = Completion of Project	Alberta FOIP Act (68) Alberta Limitations Act (80,81) Canada Income Tax Act (207,208,218)
FI023	Interest Records related to interests. <u>Includes</u> Allocations, reserves and scholarship interest.	Financial Services & Risk Management	C + 2	4	7		Alberta FOIP Act (68) Alberta Limitations Act (80,81) Canada Income Tax Act (207,208,218)
FI024	Chargebacks Records related to the chargeback of costs to departments.	Financial Services & Risk Management Various Business Units	C + 2 C + 2	4 4	7 7		Alberta FOIP Act (68) Alberta Limitations Act (80,81) Canada Income Tax Act (207,208,218)
FI025	Internal Accounts Records related to the authorization and creation of accounts for University departments, centres, etc.	Financial Services & Risk Management Various Business Units	S + 2 S + 2	- -	2 2		Alberta FOIP Act (68) Alberta Limitations Act (80,81)

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FINANCIAL -9/12: records related to the financial activities by the University such as, budgeting, financial planning, managing funds and investments, and the receipt and control of expenditure.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
FI026	Journal Entries Records related to the function of entering details of transactions or events into the accounting system. <u>Includes:</u> Journal entries with supporting documents.	Financial Services & Risk Management	C + 2	4	7		Alberta FOIP Act (68) Alberta Limitations Act (80,81) Canada Income Tax Act (207,208,218)
FI027	Daily Cash Records related to the management of day to day cash flows.	Financial Services & Risk Management	C + 2	4	7	Payment Card Industry Data Security: <i>Where Card Holder Data (Credit Card No, Expiry Date, CCV Number) is physically retained refer to the Business Unit's Cash and Payment Handling procedure document.</i>	Alberta FOIP Act (68) Alberta Limitations Act (80,81) Canada Income Tax Act
FI028	Clearing Records related to clearing reconciliation reports.	Financial Services & Risk Management	C + 2	4	7		Alberta FOIP Act (68) Alberta Limitations Act (80,81) Canada Income Tax Act (207,208,218)
FI029	General Ledger Records related to the ledger comprising all assets, liabilities, proprietorship, revenue and expense accounts in the form of detailed, summary or controlling accounts or a combination of them. <u>Includes:</u> Reports, receivable ledger, trial balance, sales and purchasing sub ledger.	Financial Services & Risk Management	C + 2	P	P		Alberta FOIP Act (68) Alberta Limitations Act (80,81) Canada Income Tax Act (207,208,218)

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FINANCIAL -10/12: records related to the financial activities by the University such as, budgeting, financial planning, managing funds and investments, and the receipt and control of expenditure.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
F1030	Liabilities Records related to the management of financial liabilities. <u>Includes:</u> Accrued liabilities and outstanding cheque list.	Financial Services & Risk Management	T + 2	5	7	T = Cleared or written off	Alberta FOIP Act (68) Alberta Limitations Act (80,81) Canada Income Tax Act (207,208,218)
F1031	Budget Approved University or departmental budgets.	Financial Services & Risk Management	C + 2	4	7		Alberta FOIP Act (68) Alberta Limitations Act (80,81) Canada Income Tax Act (207,208,218)
F1032	Budgeting Variances Records related to the development of the University or departmental budgets. <u>Includes:</u> Budget working papers, back up, calculations, assumptions, balance sheets, consolidation reports, cost justification and variance analysis.	Various Business Units	C + 2	4	7		Alberta FOIP Act (68) Alberta Limitations Act (80,81) Canada Income Tax Act (207,208,218)
F1033	Balancing Records related to balancing of financial statements. <u>Includes:</u> Faculty, management, contract and casual salary balancing, daycare and balancing lists.	Financial Services & Risk Management	C + 2	4	7		Alberta FOIP Act (68) Alberta Limitations Act (80,81) Canada Income Tax Act (207,208,218)

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FINANCIAL -11/12: records related to the financial activities by the University such as, budgeting, financial planning, managing funds and investments, and the receipt and control of expenditure.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
FI034	Funding Records related to various funding received by the University for its administration and operation. <u>Includes:</u> Base government funding, performance based funding, scholarships, bursaries, endowments, operations grant, campus alberta grant, capital funding.	Executive Offices	C + 2	P	P		Alberta FOIP Act (68) Alberta Limitations Act (80,81) Canada Income Tax Act (207,208,218)
FI035	Fund Raising Records related to various fund raising projects for academic and operational purposes. <u>Includes:</u> Proposals, reports, funding sources, objectives and strategies. <u>Notes:</u> <i>For campaigns and canvassing for the MRU across the institution for external organizations (e.g. United Way) (see PR005).</i> <i>For naming space gift agreements and other documents are to be retained permanently (see also BP018 - Facilities Management).</i>	Development Office (Foundation) (Alumni)	C + 6	-	7	Fundraising projects: proposals, strategies and objectives. <u>Transitory Records:</u> Letters of appreciation and rejected proposals retained for 2 years. Payment Card Industry Data Security: <i>Where Card Holder Data (Credit Card No, Expiry Date, CCV Number) is physically retained refer to the Business Unit's Cash and Payment Handling procedure document.</i>	Alberta FOIP Act (68) Alberta Limitations Act (80,81) Canada Income Tax Act (207,208,218)
FI036	Donors Records related to the history of individual and corporate financial donors to the University. <u>Includes:</u> Potential donors, donor list and donor recognition. <u>Notes:</u> <i>For records (agreements and accounting) used to support endowed funds are to be retained permanently (see FI034).</i> <i>For campaigns and canvassing for the MRU across the institution for external organizations (e.g. United Way) (see PR005).</i>	Development Office (Foundation) (Alumni)	T + 3	4	7	T = Donor Inactive *Space-naming records related to Donors are retained permanently. (see also BP018 – Facilities Management). <u>Transitory Records:</u> Thank-you letters, prospect information (newspaper articles or notes), prospect research communication, event invites and casual email correspondence retained for 2 years. *Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81) Canada Income Tax Act (207,208,218)

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Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
F1037	Professional Development Funds Records related to the administration of professional development funds for Faculty and Staff. <u>Notes:</u> <i>For professional releases and education records (see HR039).</i>	Various Business Units	C + 2	4	7		Alberta FOIP Act (68) Alberta Limitations Act (80,81) Canada Income Tax Act (207,208,218)
F1038	Capital Assets Records related to tangible items of value purchased with capital funds. <u>Includes:</u> Office equipment, transfer of capital assets.	Financial Services & Risk Management	C + 2	4	7		Alberta FOIP Act (68) Alberta Limitations Act (80,81) Canada Income Tax Act (207,208,218)
F1039	Financial Aid - Students Records related to the award of scholarships, medals, prizes, and financial aid services to students. <u>Includes:</u> Scholarships, awards, bursaries and loans. <u>Notes:</u> <i>For Committee on Student Awards (see AD002).</i> <i>For Student Awards Committee (GFC) (see GO007).</i> <i>For Student Awards (see SA018).</i> <i>For Student Finance Board (see SA018).</i>	Executive Offices	C + 2	4	P		Alberta FOIP Act (68) Alberta Limitations Act (80,81) Alberta Post-Secondary Learning Act (120,121) Alberta Student Financial Assistance Act (128,129) Canada Income Tax Act (218)

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GOVERNANCE - 1/6: *pertains to records related to the overall management and direction of the University.*

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
GO000	Policy & Procedures Records related to the current policies and procedures pertaining to the governance of the University.	-	S	-	S	<i>For the retention of most current policies for reference purposes only (use 000's).</i> <i>For policy development (see GO019).</i>	Alberta Administrative Records Disposition Authority
GO001	Governance – General Records that are of a general nature, and for which no suitable classification code exists under this section. <u>Includes:</u> Presidential correspondence, engagements, Board of Governor Resource Manuals.	Various Business Units	C + 3	-	4	*Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
GO002	MRU Organization Records related to the creation of and changes in the University organization, and the execution of departmental responsibilities. <u>Includes:</u> Organizational charts and reorganization proposals.	Executive Offices Human Resources	C + 2 C + 2	P P	P P	*Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
GO003	Corporate Documents Records related to the incorporation of the University. <u>Includes:</u> Certificate of incorporation, articles, by-laws and amendments, orders in council, mandate and roles.	Executive Offices	C + 2	P	P	*Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
GO004	Strategic Planning Records related to the University strategic planning which support the corporate mandate and directives. <u>Includes:</u> MRU Vision, Mission and Mandate, Statement, Goals & Objectives, business plan, strategic plans and corporate targets such as, the MRU Comprehensive Institutional Plan (CIP). <u>Notes:</u> <i>For Departmental Planning (see AD028).</i>	Executive Offices	S + 2	P	P	*Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)

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GOVERNANCE - 2/6: *pertains to records related to the overall management and direction of the University.*

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
GO005	Long Range Institutional Plans Records related to the University long range plans.	Executive Offices	S + 2	P	P	*Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
GO006	Annual Reports Records related to the content and compilation of the University. <u>Includes:</u> MRU Annual Reports. <u>Note:</u> <i>Department submissions (see AD028).</i>	Executive Offices	C + 2	P	P	*Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
GO007	Governance Meetings Records related to meetings of the Board of Governors and General Faculties Council (GFC). <u>Includes:</u> Minutes of meetings and reports. <u>Board of Governors (BOG)</u> -Academic Affairs Committee (AAC) -Audit & Risk Committee -Campus Development Committee (CDC) -Finance Committee -Governance and Nominating Committee -Human Resources Committee <u>General Faculties Council (GFC)</u> -Academic Program and Priorities Committee (APPC) -Academic Standards Committee (ASC) -Budget and Finance Advisory Committee (BFAC) -By-laws and Striking Committee (BSC) -GFC Executive Committee (EC) -Teaching and Learning Standing Committee (TLSC) -Library Standing Committee (LSC) -Research and Scholarship Standing Committee (RSSC) -Student Awards Committee (SAC) <u>Notes:</u> <i>For University Tenure and Promotion Committee (UTPC) (see AD002).</i>	Executive Offices Academic Affairs	C + 2 C + 2	P P	P P	*Complete record series to be retained in the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)

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GOVERNANCE - 3/6: *pertains to records related to the overall management and direction of the University.*

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
GO008	Board Retreats Records related to the board of governors retreats. <u>Includes:</u> Minutes	Executive Offices	C + 2	P	P	*Complete record series to be retained in the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
GO009	Board Honoraria Records related to the payment of honoraria for members of the Board.	Executive Offices	C + 2	4	7		Alberta FOIP Act (68) Alberta Limitations Act (80,81) Canada Income Tax Act (207,208,218)
GO010	Board of Governors Records of a personal nature regarding the members of the MRU Board. <u>Includes:</u> Correspondence, curriculum vitae, appointments, membership, address & telephone listings, committee charters, and profiles. <u>Notes:</u> <i>Board of Governor Resource Manuals (see GO001).</i>	Executive Offices	C + 2	P	P	*Complete record series to be retained in the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
GO011	Board Functions Records related to social functions attended or organized by the MRU Board. <u>Includes:</u> Board reception, Board annual dinners.	Executive Offices	C + 2	P	P	*Complete record series to be retained in the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)

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GOVERNANCE - 4/6: *pertains to records related to the overall management and direction of the University.*

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
GO012	<p>MRU Foundation Records related to meeting activities of the MRU Foundation by the Executive Offices.</p> <p><u>Includes:</u> Board of Director meetings (minute-books), meeting minutes, agendas and information packages.</p> <p><u>Notes:</u> <i>For Donors – Foundation (see FI036).</i> <i>For Fundraising – Foundation (see FI035).</i></p>	<p>University Advancement (Foundation)</p> <p>Executive Offices</p>	<p>C + 10</p> <p>C + 10</p>	<p>P</p> <p>-</p>	<p>P</p> <p>10</p>	<p>Foundation maintains minute-books (signed approved minutes)</p> <p><u>Transitory Records:</u> Records outside of meeting books such as, draft decisions, committee notes and copies are retained for 2 years.</p> <p>Executive Offices maintain copies and drafts (unsigned minutes) for reference purposes.</p> <p>*Some records may be selected for retention by the MRU Archives & Special Collections.</p>	<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p>
GO013	<p>Presidential Addresses Records related to internal and external addresses made by the President.</p>	Executive Offices	C + 4	P	P	*Complete record series to be retained by the MRU Archives & Special Collections.	<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p>
GO014	<p>Presidential Meetings Records related to institutional and government meetings attended by the President.</p> <p><u>Includes:</u> - Budget Advisory Committee (BAC) - Council of Post-Secondary Presidents of Alberta (COPPOA) - Honorary Appointments Committee - President's Executive Committee (PEC)(PDRG) - President's Direct Report Group (PDRG)(PEC) - Resource Planning Task Force (RPTF) - University Leadership Group (ULG) - University Strategic Council (USC)</p> <p><u>Notes:</u> <i>For General Faculties Council (GFC) (see GO007).</i></p>	Executive Offices	C + 2	P	P	*Some records may be selected for retention by the MRU Archives & Special Collections.	<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p>

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GOVERNANCE - 5/6: *pertains to records related to the overall management and direction of the University.*

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
GO015	<p>Executive Retreats Records related to retreats attended by the executive of the University.</p> <p><u>Includes:</u> Agenda, minutes, background information, itineraries, accommodation and directions to the site.</p> <p><u>Notes:</u> <i>President's Executive Committee (see GO014).</i></p>	Executive Offices	C + 2	P	P	*Complete record series to be retained by the MRU Archives & Special Collections.	<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p>
GO016	<p>Presidential Functions Records related to social functions hosted and/or attended by the President.</p> <p><u>Includes:</u> Christmas reception.</p>	Executive Offices	C + 2	3	6	*Some records may be selected for retention by the MRU Archives & Special Collections.	<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p>
GO017	<p>MRU Alumni Records related to activities of the University Alumni</p> <p><u>Includes:</u> Alumni achievement awards, meetings, funding, volunteers and mailing lists.</p> <p><u>Notes:</u> <i>For MRU Alumni Office (see PR003).</i></p>	Executive Offices	S + 2	8	10	<p>Records related to meetings regarding alumni, such as memberships.</p> <p>*Some records may be selected for retention by the MRU Archives & Special Collections.</p>	<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p>
GO018	<p>Institutional Status Records related to the status of the University as a post-secondary educational institution.</p> <p><u>Includes:</u> Degree granting status, and history of the University.</p>	Executive Offices	C + 2	P	P	*Complete record series to be retained by the MRU Archives & Special Collections.	<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p>

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GOVERNANCE - 6/6: *pertains to records related to the overall management and direction of the University.*

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
GO019	Institutional Policy Development Records related to the history, review, and development of University institutional policies.	Executive Offices (Governance & Legal Services)	C + 3	P	P	Development of institutional policies.	Alberta FOIP Act (68)
	<u>Includes:</u> Former policies, policy development, policy review process documentation and finalized policies placed in production for business unit use. <u>Notes:</u> <i>For the retention of most current policies used for reference purposes (see 000's).</i>	Various Business Units	C + 3	P	P	Development of operational policies specifically designed for the business unit. *Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta Limitations Act (80,81) Canada Business Corporations Act (159) [provides guidance]

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HUMAN RESOURCES - 1/26: records related to personnel administration activities of Faculty and Staff such as, hiring, training, development, and performance evaluations.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
HR000	Policy & Procedures Records related to the current policies and procedures for management of human resources.	-	S	-	S	<i>For the retention of most current policies for reference purposes only (use 000's).</i> <i>For policy development (see GO019).</i>	Alberta Administrative Records Disposition Authority
HR001	Human Resources – General Records that are of a general nature, and for which no suitable classification code exists under this section.	Various Business Units	C + 3	-	4		Alberta Limitations Act (80,81)
HR002	Human Resources – General Programs Records that are related to general HR programs and strategic planning activities of these programs. (not employee specific). <u>Includes:</u> -Bursaries for spouses and dependents of Management & Exempt Employees -Compensation, surveys, supplement tracking, pay scales, grids, etc. -Employee honours and awards. -Statistical reporting – general -STEP program and similar programs -Terms and Conditions -Training and Development; course material, attendance tracking, etc. -Tuition <u>Notes:</u> <i>For event pamphlets and final programs maintained by the Executive Offices (see HR005).</i> <i>For documents related to the payment of benefit or pensions to employees are maintained by Human Resources (see HR034).</i>	Human Resources	T + 4 S + 4	- -	4 4	T = Termination of Program or, S = Program Superseded	Alberta Arbitration Act (1,2) Alberta Limitations Act (80,81) Alberta Employment Standards Code (46,48,52,53) Alberta FOIP Act (68) Alberta Human Rights Act (74,76)

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Mount Royal University – Records and Information Management (RIM) Program Policy
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HUMAN RESOURCES - 2/26: records related to personnel administration activities of Faculty and Staff such as, hiring, training, development, and performance evaluations.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
HR003	<p>Staff Discipline Records related to administration of Staff disciplinary matters.</p> <p><u>Includes:</u> Continuation of probationary personnel, and internal conflicts.</p> <p><u>Notes:</u> <i>Original records relating to an individual are placed in the official file maintained by the Human Resources Department. Some files related to Staff discipline are also maintained by the Executive Offices.</i></p>	<p>Human Resources</p> <p>Executive Offices (Case Files)</p>	-	-	-	<p>Note: Retention code amended to HR014.</p> <p>Note: Retention code amended to HR014.</p>	<p>Alberta Arbitration Act (1,2)</p> <p>Alberta Employment Standards Code (46,48,52,53)</p> <p>Alberta FOIP Act (68)</p> <p>Alberta Human Rights Act (74,75,76)</p> <p>Alberta Limitations Act (80,81)</p>
HR004	<p>Work Hours Records related to hours of work for Faculty and Staff.</p> <p><u>Includes:</u> Summer, Christmas, flexible and positions less than 35 hours.</p>	Various Business Units	-	-	-	Note: Retention code amended to HR014.	<p>Alberta Arbitration Act (1,2)</p> <p>Alberta Employment Standards Code (46,48,52,53)</p> <p>Alberta FOIP Act (68)</p> <p>Alberta Human Rights Act (74,75,76)</p> <p>Alberta Limitations Act (80,81)</p>

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HUMAN RESOURCES - 3/26: records related to personnel administration activities of Faculty and Staff such as, hiring, training, development, and performance evaluations.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
HR005	<p>Honors & Awards Records related to the recognition of Faculty and Staff of the University such as, final event programs.</p> <p><u>Includes:</u> Faculty and Staff, long service, distinguished Staff, Faculty and Management, and nominations.</p> <p><u>Notes:</u> <i>For strategic planning activities by HR concerning programs (e.g. recognition) (see HR002).</i></p>	Executive Offices	T + 2	4	P	<p>T = Award of recognition</p> <p>*Some records may be selected for retention by the MRU Archives & Special Collections.</p>	<p>Alberta Employment Standards Code (46,48,52,53)</p> <p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p>
HR006	<p>Employee Grievances - Labour Relations Records relating to the management of employee and labour relations such as, investigations, complaints, arbitration and mediation often under the collective agreement.</p> <p><u>Includes:</u> -Complaint and investigation files (*) -Grievance files (**)</p> <p>(*) Official investigative reports are retained for the full retention length, any complaint that concludes at the assessment phase is retained. (*) A summary of investigation and letter indicating action is issued is retained in the respondent's personnel file (HR014) pursuant to the employee's contract or collective agreement. All other documents are transitory after the investigative report is complete. (*) Complaints that do not move past the assessment phase are filed under (HR001).</p> <p>(**) Step 2 and above step reports, committee reports and all mediation and/or arbitration documents are kept the full retention length unless otherwise stated in the respective collective agreements.</p> <p><u>Notes:</u> <i>For collective bargaining/negotiating proposals, agreements and related records for The MRFA (see AD012) and for The MRSA (see AD013).</i></p> <p><i>For terms and conditions for Management (see HR043) and for Exempt Staff (see HR044).</i></p>	<p>Human Resources (Investigative Reports)</p> <p>Executive Offices (Case Files)</p>	<p>T + 3</p> <p>T + 3</p>	<p>7</p> <p>7</p>	<p>10</p> <p>10</p>	<p>T = Date file closed</p> <p>T = Date file closed</p>	<p>Alberta Arbitration Act (1,2)</p> <p>Alberta Employment Standards Code (46,48,52,53)</p> <p>Alberta FOIP Act (68)</p> <p>Alberta Human Rights Act (74,75,76)</p> <p>Alberta Limitations Act (80,81)</p>

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HUMAN RESOURCES - 4/26: records related to personnel administration activities of Faculty and Staff such as, hiring, training, development, and performance evaluations.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
HR007	Recruitment – Permanent Staff Records related to the interview process for hiring and the appointment of full time and part time staff. <u>Includes:</u> -Appointments above third step (staff only) -Interview questions -Job application -Job posting -Position advertising tracking -Position control form -Reference check questions -Search firm documents -Selection summary sheet <u>Notes:</u> <i>For interviewed candidates maintain job application in recruitment file (see HR007).</i> <i>For successful candidates: transfer job application to personnel file (see HR014).</i>	Human Resources Office of the Dean = Casual Staff	T + 3 T + 3	- -	3 3	T = Completion of recruitment. T = Completion of recruitment Unsuccessful applications (not selected for interview) retain for 1 year after closure of job posting.	Alberta FOIP Act (68) Alberta Human Rights Act (74,75,76) Alberta Limitations Act (80,81)
HR008	Recruitment - Faculty Records related to the interview process for hiring and the appointment of full and part time faculty. <u>Includes:</u> -Faculty grid placement recommendation -Faculty hiring recommendation -Interview questions -Job application -Job posting -Memorandum(s) -Position advertising tracking -Position control form -Reference check questions -Search firm documents -Selection summary sheet <u>Notes:</u> <i>For interviewed candidates maintain job application in recruitment file (see HR008).</i> <i>For successful candidates: transfer job application to personnel file (see HR014).</i>	Human Resources Office of the Dean = Casual Staff Executive Offices (Selection Committees)	T + 3 T + 3 T + 3	- - -	3 3 3	T = Completion of recruitment T = Completion of recruitment T = Completion of recruitment Unsuccessful applications (not selected for interview) retain for 1 year after closure of job posting.	Alberta FOIP Act (68) Alberta Human Rights Act (74,75,76) Alberta Limitations Act (80,81)

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HUMAN RESOURCES - 5/26: records related to personnel administration activities of Faculty and Staff such as, hiring, training, development, and performance evaluations.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
HR009	Personnel Consultants Records related to the hiring of personnel consultants and employment agencies. <u>Includes:</u> Recruiting agencies, placement agencies, management search consultants, benefits agencies.	Human Resources	T + 3	-	3	T = Last date service provided	Alberta FOIP Act (68) Alberta Human Rights Act (74,75,76) Alberta Limitations Act (80,81)
		Executive Offices	T + 3	-	3	T = Last date service provided	
HR010	Appointments - Management Records related to the hiring and appointment of President, Vice-Presidents, Deans and Administrative Services Directors.	Human Resources	T + 2	P	P	T = Termination of employment	Alberta FOIP Act (68) Alberta Human Rights Act (74,75,76) Alberta Limitations Act (80,81)
		Executive Offices	T + 2	P	P	T = Termination of employment	
HR011	Position Advertising Records related to the advertising of individual positions on various media. <u>Includes:</u> Clippings and electronic mail. <u>Notes:</u> <i>For recruitment of permanent staff (see HR007).</i> <i>For recruitment of faculty (see HR008).</i> <i>For recruitment of foreign nationals (see HR045).</i> <i>For position classifications (see HR031).</i>	Executive Offices	T + 2	-	2	T = Close of competition	Alberta Limitations Act (80,81)
		Office of the Dean = Casual Staff	T + 2	-	2	T = Close of competition	

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HUMAN RESOURCES - 6/26: records related to personnel administration activities of Faculty and Staff such as, hiring, training, development, and performance evaluations.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
HR012	Qualifications Records related to the administration of position qualifications and competencies.	Human Resources	-	-	-	Note: Retention code rescinded. -For appointments (see HR010). -For classifications (see HR031). -For recruitment (see HR007, HR008).	Alberta Limitations Act (80,81)
HR013	Terminations Records related to the termination of Faculty and Staff through resignations, contractual terminations and layoffs. Notes: <i>Original records relating to f/t employees are placed in the official file maintained by the Human Resources Department. Contract Faculty files are maintained by the Dean of the Faculty.</i>	Human Resources Office of the Dean Executive Offices	- - -	- - -	- - -	Note: Retention code amended to HR014.	Alberta Arbitration Act (1,2) Alberta Employment Pension Plans Act (43) Alberta Employment Standards Code (46,48,52, 53,55) Alberta FOIP Act (68) Alberta Human Rights Act (74,75,76) Alberta Limitations Act (80,81) Canada Employment Insurance Act (193,199,200,201) Canada Labour Code (221,222,223,224,233) (235)

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HUMAN RESOURCES - 7/26: records related to personnel administration activities of Faculty and Staff such as, hiring, training, development, and performance evaluations.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
HR014	Personnel Files – Human Resources Records related to the management of Faculty and full/part time Staff. <u>Includes:</u> Benefit forms, beneficiary forms, identification cards (copies), enrollment cards, leave of absence approvals, disciplinary letters, employee information sheets (EIS), expectation letters, labour market impact assessments, LAPP member registration forms, letters of offer, change/terminations records, contract extensions, performance appraisals, salary change sheet, medical information, position classification memos, statement of benefits, insured benefits.	Human Resources	T + 2	8	10	T = Termination of employment or T = Date of last record on file (Contract) *Disciplinary letters are only to be removed, if applicable, following the procedures outlined in the collective agreements or terms and conditions.	Alberta Arbitration Act (1,2) Alberta Employment Pension Plans Act (43) Alberta Employment Standards Code (46,48,52, 53,55) Alberta FOIP Act (68) Alberta Human Rights Act (74,75,76)
	Faculty (Credit) Records – Department Records related to the management of Faculty and Staff within departments. <u>Includes:</u> Offer for tenure, statement to change work patterns, research tracking forms, resumes, performance reviews, acceptance letters, peer evaluations, professional leave-sabbatical evaluation, letter of intent, award/recommendation of tenure letters, [transcripts-credentials full-time faculty], Curriculum Vitae. *SEIs [Student evaluation of instruction], SPTs (SPoTs) [Student Perception of Teaching].	Office of the Dean (Faculty)	T + 2	8	10	T = Termination of employment or T = Date of last record on file (Contract) *Disciplinary letters are only to be removed, if applicable, following the procedures outlined in the collective agreements or terms and conditions.	Alberta Limitations Act (80,81) Canada Labour Code (221,222,223,224,233) (235) Canada Employment Insurance Act (201)
	Faculty (Non-Credit) Records – Department Records related to the management of non-credit instructors within Continuing Education. <u>Includes:</u> Resumes, individual commencement forms, company application forms (with supporting documents), course evaluations, contracts, resignations, related correspondence (regarding a request, grievance, etc), illness notifications.	Continuing Education	T + 2	8	10	T = Termination of employment or T = Date of last record on file (Contract) *Disciplinary letters are only to be removed, if applicable, following the procedures outlined in the collective agreements or terms and conditions.	

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HUMAN RESOURCES - 8/26: records related to personnel administration activities of Faculty and Staff such as, hiring, training, development, and performance evaluations.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
HR015	<p>Orientations Records related to the introductory orientation of personnel to the University.</p> <p><u>Notes:</u> <i>For recruitment of permanent staff (see HR007).</i> <i>For recruitment of faculty (see HR008).</i> <i>For recruitment of foreign nationals (see HR045).</i></p>	Executive Offices	C + 2	-	3		Alberta Limitations Act (80,81)
HR016	<p>Instructional Workload Records related to the workload of full-time and part-time faculty.</p> <p><u>Includes:</u> Instructor teaching load reports, annual reports, authorizations</p>	Executive Offices	-	-	-	Note: Retention code amended to HR014.	Alberta Arbitration Act (2) Alberta Employment Standards Code (46,48,52,53) Alberta FOIP Act (68) Alberta Human Rights Act (74,75,76) Alberta Limitations Act (80,81)
HR017	<p>Professional Development Records related to professional development training programs available to Faculty and Staff.</p> <p><u>Includes:</u> Training brochures, course catalogues, calendars, training manuals, tuition reimbursement, videos and reference text.</p> <p><u>Notes:</u> <i>For HR general programming (see HR002).</i> <i>For employee professional development approvals (see HR014).</i></p>	Executive Offices Various Business Units	C + 2 C + 2	- -	3 3		Alberta Limitations Act (80,81)

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HUMAN RESOURCES - 9/26: records related to personnel administration activities of Faculty and Staff such as, hiring, training, development, and performance evaluations.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
HR018	<p>Conferences, Seminars, Workshops Records related to conferences, seminars and workshops attended by Faculty and Staff.</p> <p><u>Includes:</u> Brochures, conference material, membership listings, publications, and related documentation.</p> <p><u>Notes:</u> <i>For HR general programming (see HR002).</i> <i>For employee professional development approvals (see HR014).</i></p>	<p>Human Resources</p> <p>Various Business Units</p>	<p>C + 2</p> <p>C + 2</p>	<p>-</p> <p>-</p>	<p>3</p> <p>3</p>		<p>Alberta Limitations Act (80,81)</p>
HR019	<p>Salary Administration Records related to the administration of Faculty and Staff salary issues.</p> <p><u>Includes:</u> Salary negotiation and salary ranges.</p> <p><u>Notes:</u> <i>For HR general programming (see HR002).</i> <i>For employee salary approvals (see HR014).</i> <i>For the Mount Royal Faculty Association MRFA (see AD012).</i> <i>For the Mount Royal Staff Association MRSA (see AD013).</i> <i>For Management – Terms and Conditions (see HR043).</i> <i>For Exempt Staff – Terms and Conditions (see HR044).</i></p>	Executive Offices	C + 2	4	7		<p>Alberta Arbitration Act (2)</p> <p>Alberta Employment Standards Code (46,48,51,52,53, 57)</p> <p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p>

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HUMAN RESOURCES - 10/26: records related to personnel administration activities of Faculty and Staff such as, hiring, training, development, and performance evaluations.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
HR020	<p>Compensation Records related to compensation packages for executive, Faculty and Staff.</p> <p><u>Includes:</u> Tying compensation to competencies.</p> <p><u>Notes:</u> <i>For the Mount Royal Faculty Association MRFA (see AD012).</i> <i>For the Mount Royal Staff Association MRSA (see AD013).</i> <i>For HR general programming (see HR002).</i> <i>For employee salary approvals (see HR014).</i> <i>For Management – Terms and Conditions (see HR043).</i> <i>For Exempt Staff – Terms and Conditions (see HR044).</i></p>	Executive Offices	C + 3	6	10		<p>Alberta Arbitration Act (1,2)</p> <p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p> <p>Alberta Personal Income Tax Act (93)</p> <p>Canada Income Tax Act (207,208,218)</p>
HR021	<p>Rates of Pay Records related to the pay rates for part time and casual Faculty and Staff.</p> <p><u>Includes:</u> Incumbency pay.</p>	Office of the Dean	-	-	-	Note: Retention code amended to HR014.	<p>Alberta Employment Standards Code (51,52,53,56,57)</p> <p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p> <p>Canada Income Tax Act (207,208,218)</p>

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HUMAN RESOURCES - 11/26: records related to personnel administration activities of Faculty and Staff such as, hiring, training, development, and performance evaluations.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
HR022	Salary Surveys & Studies Records related to surveys and studies done on salaries and benefits for Faculty and Staff. <u>Notes:</u> <i>For HR general programming (see HR002).</i> <i>For employee salary approvals (see HR014).</i>	Human Resources	-	-	-	Note: Retention code rescinded.	Alberta Limitations Act (80,81)
HR023	Pay Supplements Records related to the development of supplemental payroll payment programs. <u>Includes:</u> Honoraria, incentive pay, overtime, and extraordinary performance pay. <u>Notes:</u> <i>For HR general programming (see HR002).</i> <i>For employee salary approvals (see HR014).</i>	Executive Offices	S + 3	4	7		Alberta Limitations Act (80,81) Canada Income Tax Act (207,208,218)

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HUMAN RESOURCES - 12/26: records related to personnel administration activities of Faculty and Staff such as, hiring, training, development, and performance evaluations.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
HR024	<p>Employee Payroll Records related to the administration of payroll activities for employees.</p> <p><u>Includes:</u> -Annual and COLA increment sheets -Cash remittance forms -Casual employee personnel file -Computer loan agreements and payment schedules -Copies of 4 x 5, deferred salary, sabbatical, professional and administration leave letters -Copies of SIN cards (starting with # 9) -CRA reduction of income tax deductions at source orders -Employee honors and awards applications -Form CPT30 to stop CPP deductions -Garnishment orders -HR tuition reimbursement forms -Letters of employment -MRSA tuition reimbursement forms -Payroll cheque requisitions -Payroll pay adjustments -Payroll redistributions -Payroll source documents -Recreation or complimentary course registration -Self-funded grant applications -Timesheets -Voluntary leave purchase plan applications</p>	Human Resources	T + 2	8	10	<p>T = Termination of employment</p> <p>Electronic Data maintained in Banner.</p>	<p>Alberta Arbitration Act (1,2)</p> <p>Alberta Employment Pension Plans Act (43)</p> <p>Alberta Employment Standards Code (46,48,50, 51) (52,53,54,55,57)</p> <p>Alberta FOIP Act (68)</p> <p>Alberta Human Rights Act (74,75,76)</p> <p>Alberta Limitations Act (80,81)</p> <p>Canada Employment Insurance Act (193,195,196,200)</p> <p>Canada Income Tax Act (207,208,218)</p> <p>Canada Labour Code (221,222,235)</p> <p>Canada Pension Plan Act (286,288,289,292)</p>

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HUMAN RESOURCES - 13/26: records related to personnel administration activities of Faculty and Staff such as, hiring, training, development, and performance evaluations.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
HR025	Payroll Deductions & Remittances Records related to authorization and justification for payroll deductions and payments. <u>Includes:</u> Requests for funds, and direct transfer payroll deposit.	Human Resources	-	-	-	Note: Retention code amended to HR024.	Alberta Arbitration Act (1,2) Alberta Limitations Act (80,81) Canada Income Tax Act (207,208,218)
HR026	Pension Plan Administration Records relating to the administration of employee pension plans. <u>Includes:</u> -Buyback plans -Early retirement incentive plan -LAPP exempt employee list -Premium statements and reports -Retirement plan remunerations -Year-end reports, statements <u>Notes:</u> <i>For benefits administration (see HR034).</i> <i>Year-end reports and statements are kept permanently if they are required for reporting, planning and/or auditing purposes.</i>	Human Resources	T + 2	8	10	T = Termination of Plan (expiry of plan)	Alberta Employment Pension Plans Act (43) Alberta Limitations Act (80,81) Canada Income Tax Act (207,208,218) Canada Pension Plan Act (286,288,289,292)
HR027	Timesheets Records related to documenting the hours worked by full-time, part-time and casual personnel.	Human Resources	-	-	-	Note: Retention code amended to HR024.	Alberta Arbitration Act (1,2) Alberta FOIP Act (68) Alberta Limitations Act (80,81) Canada Income Tax Act (207,208,218)

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HUMAN RESOURCES - 14/26: records related to personnel administration activities of Faculty and Staff such as, hiring, training, development, and performance evaluations.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
HR028	T4 Slips Records and statements related to remuneration paid to each Faculty and Staff member, with information relating to deductions for income tax purposes.	Human Resources (Employee Services – Payroll)	-	-	-	Note: Retention code amended to HR024.	Alberta Employment Standards Code (46,48, 52,53) Alberta FOIP Act (68) Alberta Limitations Act (80,81) Alberta Personal Income Tax Act (93) Canada Income Tax Act (218)
HR029	Position Descriptions Records related to the position descriptions for all Faculty and Staff.	Human Resources	-	-	-	Note: Retention code amended to HR031.	Alberta Limitations Act (80,81)

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HUMAN RESOURCES - 15/26: records related to personnel administration activities of Faculty and Staff such as, hiring, training, development, and performance evaluations.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
HR030	<p>Tenure Awards Records related to the evaluation, recommendation and approval processes of tenure positions at the University.</p> <p><u>Records retained Include:</u> -Request for consideration of Tenure -Award of Tenure letters -Letter of decisions -Recommendation to the Board of Governors -Board of Governor approvals of Tenure -Appeal(s) -Appeal decision letters</p> <p><u>Tenure Dossiers:</u> Evaluation records (Tenure Dossiers) related to the Tenure application process are returned to the applicant and includes: <i>application for tenure, curriculum vitae, peer evaluations, student evaluation of instruction [SEIs], course outlines, annual tenure evaluation and classroom evaluations.</i></p> <p>Blackboard also maintains a copy during the tenure process for reference purposes until a tenure decision is made by the UTPC.</p> <p>The final Dossier is then retained by the Executive Offices.</p> <p><u>Notes:</u> <i>For Faculty and Staff personnel files (see HR014).</i> <i>For meeting minutes of the University Tenure and Promotion Committee (UTPC) (see AD002).</i> <i>For Tenure and Promotion confidential evaluations and external reviews or references (see HR049).</i> <u>Forms (see HR049):</u> <i>*Tenured Faculty Comments (Form 111)</i> <i>*Dean/Chair Comments on Responsible and Professional Conduct (Form 112)</i> <i>*Referee Comments (Form 204)</i></p>	<p>Executive Offices</p> <p>Academic Affairs</p>	<p>T + 5</p> <p>T + 5</p>	<p>-</p> <p>-</p>	<p>5</p> <p>5</p>	<p>T = Date of decision [Tenure Dossiers]</p> <p>T = Date of decision [Tenure Dossiers]</p> <p>Award of Tenure letters and appeal decision letters regarding tenure are retained by the Office of the Dean ○ see <i>HR014 –Employee-Records</i></p>	<p>Alberta Arbitration Act (1,2)</p> <p>Alberta Employment Standards Code (46,48, 52,53)</p> <p>Alberta FOIP Act (68)</p> <p>Alberta Human Rights Act (74,76)</p> <p>Alberta Limitations Act (80,81)</p> <p>Canada Labour Code (222,235)</p>

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HUMAN RESOURCES - 16/26: records related to personnel administration activities of Faculty and Staff such as, hiring, training, development, and performance evaluations.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
HR031	<p>Position Classifications Records related to the process of conducting a position evaluation or classification.</p> <p><u>Includes:</u> -Evaluation working sheet -Position classification decision form -Position control form -Position description</p> <p><u>Notes:</u> Only position classification files for abolished positions are subject to destruction according to the retention lengths. This record excludes contract faculty. Faculty files may be kept separate from non-academic position classification files.</p>	Human Resources	T + 3	-	3	T = Abolishment of the position	<p>Alberta Arbitration Act (1,2)</p> <p>Alberta Employment Standards Code (46,48,52,53)</p> <p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p> <p>Canada Labour Code (222,235)</p>
HR032	<p>Position Establishment & Abolishment Records related to the establishment and abolishment of positions, and personnel statistics.</p> <p><u>Includes:</u> Requests and approvals, monthly personnel status reports and year-end personnel statistics.</p>	Executive Offices	S + 3	3	6		<p>Alberta Limitations Act (80,81)</p>
HR033	<p>Performance Evaluations Records related to the administration of the work performance evaluation process of executive, Faculty and Staff.</p> <p><u>Includes:</u> Performance management and targets.</p> <p><u>Notes:</u> <i>Original records relating to full time and term certain employees will be placed in the official personnel file maintained by the Human Resources Department. (see HR014).</i> <i>Original records relating to Faculty will be placed in the official personnel file maintained by the Dean's Office. (see HR014).</i></p>	<p>Human Resources</p> <p>Office of the Dean</p>	<p>-</p> <p>-</p>	<p>-</p> <p>-</p>	<p>-</p> <p>-</p>	Note: Retention code amended to HR014.	<p>Alberta Arbitration Act (1,2)</p> <p>Alberta Limitations Act (80,81)</p> <p>Alberta Employment Standards Code (46,48,52,53)</p> <p>Alberta FOIP Act (68)</p> <p>Alberta Human Rights Act (74, 76)</p>

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HUMAN RESOURCES - 17/26: records related to personnel administration activities of Faculty and Staff such as, hiring, training, development, and performance evaluations.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
HR034	<p>Benefits Administration Records relating to the administration of employee benefits. (Faculty and Staff)</p> <p><u>Includes:</u> -Beneficiary information -Critical illness -Extension of employment beyond age 65 -Leave of absence (active) -Life insurance -Listing of early retirees and employee death -Memos, notifications and related emails -Survivor benefits -Voluntary life and dismemberment insurance -Retirement and death benefits</p> <p><u>Notes:</u> <i>For pension plan administration (see HR026).</i></p>	Human Resources	T + 2	8	10	T = Termination (expiry of plan)	<p>Alberta Arbitration Act (1,2)</p> <p>Alberta Limitations Act (80,81)</p> <p>Alberta Employment Pension Plans Act (43)</p> <p>Canada Income Tax Act (218)</p> <p>Canada Pension Benefits Standards Act (283)</p> <p>Canada Pension Plan Act (286,288,289,292)</p>
HR035	<p>Retirement & Death Benefits Records related to retirement plans, and employment beyond age 65 years.</p> <p><u>Includes:</u> Early retirement incentive plan, memorials, buyback plan, listing of early retirees and employee death, extension of employment beyond age 65</p>	Human Resources	-	-	-	Note: Retention code amended to HR034.	<p>Alberta Arbitration Act (1,2)</p> <p>Alberta Limitations Act (80,81)</p> <p>Alberta Employment Pension Plans Act (43)</p> <p>Canada Income Tax Act (218)</p> <p>Canada Pension Benefits Standards Act (283)</p>

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HUMAN RESOURCES - 18/26: records related to personnel administration activities of Faculty and Staff such as, hiring, training, development, and performance evaluations.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
HR036	<p>Other Benefits Records related to benefit plans other than insured benefits, offered to Faculty and Staff.</p> <p><u>Includes:</u> Automobile leasing, reciprocal transfers and termination options, uniforms.</p>	Human Resources	-	-	-	Note: Retention code amended to HR034.	<p>Alberta Arbitration Act (1,2)</p> <p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p> <p>Alberta Employment Pension Plans Act (43)</p> <p>Canada Income Tax Act (218)</p> <p>Canada Pension Benefits Standards Act (283)</p> <p>Canada Pension Plan Act (286,288,289,292)</p>
HR037	<p>Relocations Records related to the relocation of University personnel to/from their home base.</p> <p><u>Includes:</u> Relocation process and schedule, relocation decision summaries, workshops, cost estimates and financing information, house inspection reports, interim accommodation and property appraisals.</p> <p><u>Notes:</u> <i>For employee personnel files (see HR014).</i></p>	Human Resources	-	-	-	Note: Retention code amended to HR014.	<p>Alberta Arbitration Act (1,2)</p> <p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p> <p>Canada Income Tax Act (218)</p>

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HUMAN RESOURCES - 19/26: records related to personnel administration activities of Faculty and Staff such as, hiring, training, development, and performance evaluations.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
HR038	<p>Leaves Records related to various types of leave entitlements, and reports on Staff absences.</p> <p><u>Includes:</u> Educational leave, leave of absence, maternity leave, sick leave and family illness.</p> <p><u>Notes:</u> <i>For employee personnel files (see HR014).</i></p>	Human Resources	-	-	-	Note: Retention code amended to HR014.	<p>Alberta Arbitration Act (1,2)</p> <p>Alberta Employment Standards Code (46,48,52,53)</p> <p>Alberta FOIP Act (68)</p> <p>Alberta Human Rights Act (74,76)</p> <p>Alberta Limitations Act (80,81)</p> <p>Canada Labour Code (222,235)</p>
HR039	<p>Professional Releases and Education Records related to release time for managers and faculty for professional reasons.</p> <p><u>Includes:</u> Sabbatical, Four for Five Leaves, progress reports, professional leaves and approvals, professional leaves.</p> <p><u>Notes:</u> <i>For employee personnel files (see HR014).</i></p>	<p>Executive Offices</p> <p>Academic Affairs</p>	<p>C + 3</p> <p>C + 3</p>	<p>6</p> <p>6</p>	<p>10</p> <p>10</p>		<p>Alberta Arbitration Act (2)</p> <p>Alberta Employment Standards Code (46,48, 53)</p> <p>Alberta FOIP Act (68)</p> <p>Alberta Human Rights Act (74,76)</p> <p>Alberta Limitations Act (80,81)</p> <p>Canada Labour Code (222,235)</p>

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HUMAN RESOURCES - 20/26: records related to personnel administration activities of Faculty and Staff such as, hiring, training, development, and performance evaluations.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
HR040	<p>Vacations Records related to the administration of employee vacation leave.</p> <p><u>Notes:</u> <i>For general HR program planning (see HR002).</i> <i>For employee personnel files (see HR014).</i></p>	<p>Human Resources</p> <p>Office of the Dean</p>	- -	- -	- -	Note: Retention code amended to HR014.	<p>Alberta Arbitration Act (1,2)</p> <p>Alberta Employment Standards Code (46,48,52,53)</p> <p>Alberta FOIP Act (68)</p> <p>Alberta Human Rights Act (74,76)</p> <p>Alberta Limitations Act (80,81)</p> <p>Canada Labour Code (222,235)</p>
HR041	<p>Exchange Programs Records related to the exchange of Faculty and Staff within the University, and between the University and other organizations.</p> <p><u>Notes:</u> <i>Original records relating to an individual will be placed in the official file maintained by the Human Resources Department.</i></p> <p><u>Notes:</u> <i>For general HR program planning (see HR002).</i> <i>For employee personnel files (see HR014).</i></p>	Human Resources	-	-	-	Note: Retention code amended to HR014.	<p>Alberta Arbitration Act (1,2)</p> <p>Alberta Employment Standards Code (46,48,52, 53)</p> <p>Alberta FOIP Act (68)</p> <p>Alberta Human Rights Act (74,76)</p> <p>Alberta Limitations Act (80,81)</p> <p>Canada Labour Code (222,235)</p>

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HUMAN RESOURCES - 21/26: records related to personnel administration activities of Faculty and Staff such as, hiring, training, development, and performance evaluations.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
HR042	<p>Conflict of Interest Records related to conflict of interest issues.</p> <p><u>Notes:</u> <i>For general HR program planning (see HR002).</i> <i>For complaint, investigation and grievance files (see HR006).</i> <i>For employee personnel files (see HR014).</i></p>	Human Resources	-	-	-	Note: Retention code amended to HR014.	<p>Alberta Arbitration Act (1,2)</p> <p>Alberta Employment Standards Code (46,48,52,53)</p> <p>Alberta FOIP Act (68)</p> <p>Alberta Human Rights Act (74,76)</p> <p>Alberta Limitations Act (80,81)</p> <p>Canada Labour Code (222,235)</p>
HR043	<p>Management – Terms and Conditions Records related to the administration of Management.</p> <p><u>Includes:</u> Terms and conditions of employment.</p> <p><u>Notes:</u> <i>For the Mount Royal Faculty Association MRFA (See AD012).</i> <i>For the Mount Royal Staff Association MRSa (See AD013).</i> <i>For Exempt Staff – Terms and Conditions (see HR044).</i> <i>For complaint, investigation and grievance files (see HR006).</i></p>	<p>Human Resources</p> <p>Executive Offices</p>	<p>C + 4</p> <p>C + 4</p>	<p>P</p> <p>P</p>	<p>P</p> <p>P</p>		<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p> <p>Alberta Post-Secondary Learning Act (122)</p> <p>Canada Labour Code (227,231,276)</p>

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HUMAN RESOURCES - 22/26: records related to personnel administration activities of Faculty and Staff such as, hiring, training, development, and performance evaluations.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
HR044	<p>Exempt Staff - Terms and Conditions Records related to the administration of Exempt Staff.</p> <p><u>Includes:</u> Terms and conditions of employment.</p> <p><u>Notes:</u> <i>For the Mount Royal Faculty Association MRFA (See AD012).</i> <i>For the Mount Royal Staff Association MRSA (See AD013).</i> <i>For Management – Terms and Conditions (see HR043).</i> <i>For complaint, investigation and grievance files (see HR006).</i></p>	<p>Human Resources</p> <p>Executive Offices</p>	<p>C + 4</p> <p>C + 4</p>	<p>P</p> <p>P</p>	<p>P</p> <p>P</p>		<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p> <p>Alberta Post-Secondary Learning Act (122)</p> <p>Canada Labour Code (227,231,276)</p>
HR045	<p>Recruitment of Foreign Nationals Records related to the recruitment process for hiring full-time and part-time international employees.</p> <p><u>Includes:</u> -Immigration documents (copy) -Labour market impact assessment -Passport (copy) -Permanent residency card (copy) -Work permit (copy)</p> <p><u>Notes:</u> <i>For recruitment of permanent staff (see HR007).</i> <i>For recruitment of faculty (see HR008).</i></p>	Human Resources	T + 6	-	6	T = Termination or Completion of Recruitment	<p>Alberta Arbitration Act (1,2)</p> <p>Alberta Employment Standards Code (46,48,52,53)</p> <p>Alberta FOIP Act (68)</p> <p>Alberta Human Rights Act (74,76)</p> <p>Alberta Limitations Act (80,81)</p> <p>Canada Immigration and Refugee Protection Act (347)</p> <p>Canada Labour Code (222,235)</p>

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HUMAN RESOURCES - 23/26: records related to personnel administration activities of Faculty and Staff such as, hiring, training, development, and performance evaluations.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
HR046	<p>Employee Health & Medical Files Records relating to the health and medical history of employees including monitoring of non-hazardous and hazardous exposure.</p> <p><u>Includes:</u> -Accommodation requests -Employee information sheets for GI, LTD, LOAs -Health related emails -Independent medical evaluations -Individual exception forms (faculty only) -Long-term disability forms, case management emails and letters -Medical notes -MRU medical assessment forms -Return to work and fitness for work assessments -WCB Report of Injury or Occupational Disease, case management emails and letters</p> <p><u>Notes:</u> <i>For Occupational Health & Safety (WCB) (see SS019).</i></p>	Human Resources	T + 2	8	10	T = Termination of Employment	<p>Alberta Arbitration Act (1,2)</p> <p>Alberta Employment Pension Plans Act (43)</p> <p>Alberta Employment Standards Code (46,48,50, 51) (52,53,54,55,57)</p> <p>Alberta FOIP Act (68)</p> <p>Alberta Human Rights Act (74,75,76)</p> <p>Alberta Limitations Act (80,81)</p> <p>Canada Employment Insurance Act (193,195,196,200)</p> <p>Canada Income Tax Act (207,208,218)</p> <p>Canada Labour Code (221,222,235)</p> <p>Canada Pension Plan Act (286,288,289,292)</p>

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HUMAN RESOURCES - 24/26: records related to personnel administration activities of Faculty and Staff such as, hiring, training, development, and performance evaluations.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
HR047	<p>Health Surveillance - Non-Hazardous Records relating to the testing records, test results, interpretations, and recommendations for employees for non-hazardous exposure.</p> <p><u>Includes:</u> -Fitness to wear respirators -Hearing testing -Vision screening -Other diagnostic test reports for non-hazardous materials</p> <p><u>Notes:</u> <i>For Occupational Health & Safety (WCB) (see SS019).</i></p>	Human Resources	T + 2	8	10	T = Termination of Employment	<p>Alberta Arbitration Act (1,2)</p> <p>Alberta Employment Pension Plans Act (43)</p> <p>Alberta Employment Standards Code (46,48,50, 51) (52,53,54,55,57)</p> <p>Alberta FOIP Act (68)</p> <p>Alberta Human Rights Act (74,75,76)</p> <p>Alberta Limitations Act (80,81)</p> <p>Canada Employment Insurance Act (193,195,196,200)</p> <p>Canada Income Tax Act (207,208,218)</p> <p>Canada Labour Code (221,222,235)</p> <p>Canada Pension Plan Act (286,288,289,292)</p>

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HUMAN RESOURCES - 25/26: records related to personnel administration activities of Faculty and Staff such as, hiring, training, development, and performance evaluations.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
HR048	<p>Health Surveillance - Hazardous Records related to the health of employees exposed to hazardous materials and environments.</p> <p><u>Includes:</u> -Hazardous exposure testing -Confirmation of completion -Fitness for work information -Individual employee test results -Medical letters -Status and result of each test</p> <p><u>Notes:</u> <i>For Occupational Health & Safety (WCB) (see SS019).</i></p>	Human Resources	T + 2	68	70	T = Termination of Employment	<p>Alberta Arbitration Act (1,2)</p> <p>Alberta Employment Pension Plans Act (43)</p> <p>Alberta Employment Standards Code (46,48,50, 51) (52,53,54,55,57)</p> <p>Alberta FOIP Act (68)</p> <p>Alberta Human Rights Act (74,75,76)</p> <p>Alberta Limitations Act (80,81)</p> <p>Canada Employment Insurance Act (193,195,196,200)</p> <p>Canada Income Tax Act (207,208,218)</p> <p>Canada Labour Code (221,222,235)</p> <p>Canada Pension Plan Act (286,288,289,292)</p>

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HUMAN RESOURCES - 26/26: records related to personnel administration activities of Faculty and Staff such as, hiring, training, development, and performance evaluations.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
HR049	Tenure and Promotion – Evaluations Records related to the evaluation, recommendation and approval processes of promotion or tenure positions at the University. <u>Includes:</u> -Confidential evaluations -Tenured Faculty Comments (Form 111) -Dean/Chair Comments on Responsible and Professional Conduct (Form 112) <u>Notes:</u> <i>For meeting minutes of the University Tenure and Promotion Committee (UTPC) (see AD002).</i> <i>For Tenure Dossier Binders (see HR030).</i> <i>*Meeting notes (drafts) are considered transitory.</i> <i>*Referee Comments (Form 204) are retained for 1 year.</i>	Executive Offices	T + 5	-	5	T = Date of decision	Alberta Arbitration Act (1,2) Alberta Employment Standards Code (46,48, 52,53) Alberta FOIP Act (68) Alberta Human Rights Act (74,76) Alberta Limitations Act (80,81) Canada Labour Code (222,235)
		Academic Affairs	T + 5	-	5	T = Date of decision	

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INSTITUTIONAL ANALYSIS - 1/4: records related to the analysis and assessment of student demographics, academic disciplines, departments, institutional performance, and trends/issues impacting institutional performance

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
IA000	Policy & Procedures Records related to the current policies and procedures for carrying out institutional research and planning.	-	S	-	S	<i>For the retention of most current policies for reference purposes only (use 000's).</i> <i>For policy development (see GO019).</i>	Alberta Administrative Records Disposition Authority
IA001	Institutional Analysis – General Records that are of a general nature, and for which no suitable classification code exists under this section.	Various Business Units	C + 3	-	4		Alberta FOIP Act (68) Alberta Limitations Act (80,81)
IA002	Corporate Information - Students Records and reports related to the operations of the University. <u>Includes:</u> Baseline and source data and analyses pertaining to students, Graduate Follow-up Surveys.	Institutional Research & Planning	T + 5 T + 5	7 P	12 P	T = Completion of Project Baseline data & reports *Some reports may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
IA003	Corporate Information - Staff Records and reports related to the operations of the University. <u>Includes:</u> Baseline and source data and analyses pertaining to staffing.	Institutional Research & Planning	T + 5 T + 5	7 P	12 P	T = Completion of Project Baseline data & reports *Some reports may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
IA004	Corporate Information - Academic Records and reports related to the operations of the University. <u>Includes:</u> Baseline and source data and analyses pertaining to curriculum offerings.	Institutional Research & Planning	T + 5 T + 5	7 P	12 P	T = Completion of Project Baseline data & reports *Some reports may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)

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INSTITUTIONAL ANALYSIS - 2/4: records related to the analysis and assessment of student demographics, academic disciplines, departments, institutional performance, and trends/issues impacting institutional performance

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
IA005	Corporate Information - Finance Records and reports related to the operations of the University. <u>Includes:</u> Baseline and source data and analyses pertaining to financial matters.	Institutional Research & Planning	T + 5 T + 5	7 P	12 P	T = Completion of Project Baseline data & reports *Some reports may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
IA006	Corporate Information - Space Records and reports related to the operations of the University. <u>Includes:</u> Baseline and source data and analyses pertaining to space.	Institutional Research & Planning	T + 5 T + 5	7 P	12 P	T = Completion of Project Baseline data & reports *Some reports may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
IA007	Environmental Scanning - Economy Records related to economic environmental trends and developments impacting institutional performance.	Institutional Research & Planning	T + 5 T + 5	- P	5 P	T = Completion of Project External material Internal MRU instruments & reports	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
IA008	Environmental Scanning - Demography Records related to demographic environmental trends and developments impacting institutional performance.	Institutional Research & Planning	T + 5 T + 5	- P	5 P	T = Completion of Project External material Internal MRU instruments & reports	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
IA009	Environmental Scanning - Education Records related to educational environmental trends and developments impacting institutional performance.	Institutional Research & Planning	T + 5 T + 5	- P	5 P	T = Completion of Project External material Internal MRU instruments & reports	Alberta FOIP Act (68) Alberta Limitations Act (80,81)

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INSTITUTIONAL ANALYSIS - 3/4: records related to the analysis and assessment of student demographics, academic disciplines, departments, institutional performance, and trends/issues impacting institutional performance

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
IA010	Environmental Scanning - Technology Records related to technological environmental trends and developments in impacting institutional performance.	Institutional Research & Planning	T + 5 T + 5	- P	5 P	T = Completion of Project External material Internal MRU instruments & reports	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
IA011	Environmental Scanning - Miscellaneous Records related to environmental trends and developments that impact institutional performance, for which no suitable classification code exists.	Institutional Research & Planning	T + 5 T + 5	- P	5 P	T = Completion of Project External material Internal MRU instruments & reports	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
IA012	Institutional Evaluation & Assessment Processes Records related to models and methods of assessment of institutional performance. <u>Includes:</u> Evaluation processes, external assessment models, and human resource development and assessment.	Institutional Research & Planning Executive Offices	T + 5 T + 5 T + 5	7 7 P	12 12 P	T = Completion of Project T = Completion of Project Original instruments & reports only *Some reports may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
IA013	Operating Unit Information - Credit Programs Records related to analyses and assessment information specific to operating units within the University.	Various Business Units	T + 5 T + 5	7 P	12 P	T = Completion of Project Original instruments & reports only	Alberta FOIP Act (68) Alberta Limitations Act (80,81)

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INSTITUTIONAL ANALYSIS - 4/4: records related to the analysis and assessment of student demographics, academic disciplines, departments, institutional performance, and trends/issues impacting institutional performance

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
IA014	Operating Unit Information - Credit Free Programs Records related to analyses and assessment information specific to operating units within the University.	Various Business Units	T + 5 T + 5	7 P	12 P	T = Completion of Project Original instruments & reports only	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
IA015	Operating Unit Information - Disciplines & Departments Records related to analyses and assessment information specific to operating units within the University.	Various Business Units	T + 5 T + 5	7 P	12 P	T = Completion of Project Original instruments & reports only	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
IA016	Operating Unit Information - Service Departments Records related to analyses and assessment information specific to operating units within the University.	Various Business Units	T + 5 T + 5	7 P	12 P	T = Completion of Project Original instruments & reports only	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
IA017	Operating Unit Information - Other Records related to analyses and assessment information specific to operating units within the University.	Various Business Units	T + 5 T + 5	7 P	12 P	T = Completion of Project Original instruments & reports only	Alberta FOIP Act (68) Alberta Limitations Act (80,81)

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INFORMATION TECHNOLOGY - 1/4: records related to the overall management of Information Technology Services provided at the University.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
IT000	Policy & Procedures Records related to the current policies and procedures pertaining to legal and regulatory matters.	-	S	-	S	<i>For the retention of most current policies for reference purposes only (use 000's).</i> <i>For policy development (see GO019).</i>	Alberta Administrative Records Disposition Authority
IT001	Information Technology – General Records that are of a general nature, and for which no suitable classification code exists under this section.	Various Business Units	C + 3	-	4		Alberta FOIP Act (68) Alberta Limitations Act (80,81)
IT002	Communication Systems Records related to the product evaluation, selection and acquisition of all communication systems. <u>Includes:</u> Telephones, voice mail, fiber optics, teleconferencing and wireless technology.	Information Technology Services	C + 2	3	6		Alberta FOIP Act (68) Alberta Limitations Act (80,81) Agreement on Internal Trade (335,336)
IT003	Information Systems – Administration Records related to the administration of the information systems function. <u>Includes:</u> Technology integration plan, Y2K initiative, resource allocation report, and user support.	Information Technology Services	C + 2	4	7		Alberta FOIP Act (68) Alberta Limitations Act (80,81)
IT004	Information Systems – Hardware Records related to the product evaluation, selection and acquisition of computer hardware. <u>Includes:</u> Processors, monitors and printers.	Information Technology Services	T + 1	5	6	T = Replace hardware	Alberta FOIP Act (68) Alberta Limitations Act (80,81) Agreement on Internal Trade (335,336)

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INFORMATION TECHNOLOGY - 2/4: records related to the overall management of Information Technology Services provided at the University.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
IT005	Information Systems – Software Records related to the product evaluation, selection, acquisition and maintenance of computer software, and database structures. <u>Includes:</u> Oracle, Google.	Information Technology Services	T + 1	5	6	T = Expiry of site license	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
IT006	Information Systems – Applications Records related to the development and/or maintenance of business application systems. <u>Includes:</u> Business cases, data flows & models, flow charts, program codes & listings, project and/or system documentation, and functional specifications.	Information Technology Services	T + 1	5	6	T = Cease use of Application to run data	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
IT007	Internet & Electronic Mail – Faculty/Staff Records pertaining to the daily University activities of Faculty/Staff held within the Mount Royal University email account system. <u>Includes:</u> Email contained within Faculty and Staff accounts. <u>Notes:</u> <i>For Student email (see IT008).</i>	Information Technology Services	T	-	T	T = Inactive/Termination of Faculty/Staff. ITS maintain employee accounts once inactive for business continuity purposes or in accordance with collective agreements. <i>*Inactive employee accounts in Lotus deleted by ITS prior to migration to Google.</i> Emails pertaining to official University business activities are printed/filed/saved under the applicable University retention code. <u>Transitory</u> email securely deleted by user: Transitory email includes: <ul style="list-style-type: none"> - Draft documents - IT Helpdesk tickets - Working materials - Advertising material - Copies of originals - Information (Short-term value) - Event Invites/Conferences - External publications 	Alberta FOIP Act (68) Alberta Limitations Act (80,81) MRU Email Policy

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INFORMATION TECHNOLOGY - 3/4: records related to the overall management of Information Technology Services provided at the University.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
IT008	<p>Internet & Electronic Mail – Students Records pertaining to the daily University activities of Students held within the Mount Royal University email account system.</p> <p><u>Includes:</u> Email contained within Student accounts.</p> <p><u>Notes:</u> <i>For Faculty/Staff email (see IT007).</i></p>	Information Technology Services	T	-	T	T = Account termination request by inactive/terminated student	<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p> <p>MRU Email Policy</p>
IT009	<p>Campus Cards Records related to the administration of University campus cards for students and employees.</p>	Business & Retail Services	T + 2	-	2	T = Termination of Student/Employee	<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p>
IT010	<p>Ellucian Workflow Database records that are inserted to the production database from the Workflow software.</p> <p>These records are related to any workflow activity and may be cross departmental.</p>	Information Technology Services	T + 7	-	7	T = Date of workflow completion	<p>Alberta Employment Pension Plans Act (43)</p> <p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p> <p>Alberta Personal Income Tax Act (93)</p> <p>Canada Income Tax Act (207,208,218)</p>

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INFORMATION TECHNOLOGY - 4/4: records related to the overall management of Information Technology Services provided at the University.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
IT011	<p>Blackboard – Classroom Delivery Faculty and Student material stored on the Blackboard education software.</p> <p><u>Includes:</u> Material, coursework, other assignments belonging to Faculty and Students.</p> <p><u>Notes:</u> <i>Faculty and Student material on Blackboard will be maintained until end of current term plus 2 years.</i> <i>For Instructional Delivery (see AA012).</i></p>	Information Technology Services	T + 2	-	2	T = End of current term	<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p>

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LEGAL & REGULATORY AFFAIRS - 1/10: records related to legal and regulatory matters in the operations of the University and meeting its mandate.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
LR000	Policy & Procedures Records related to the current policies and procedures pertaining to legal and regulatory matters.	-	S	-	S	<i>For the retention of most current policies for reference purposes only (use 000's).</i> <i>For policy development (see GO019).</i>	Alberta Administrative Records Disposition Authority
LR001	Legal & Regulatory – General Records that are of a general nature, and for which no suitable classification code exists under this section.	Various Business Units	C + 3	-	4		Alberta FOIP Act (68) Alberta Limitations Act (80,81)
LR002	Acts & Legislation Records related to Provincial, Canadian and international legal Acts, Regulations, Standards, and Municipal By-Laws, proposed and passed. <u>Includes:</u> Reviews, lobbying for and issues surrounding acts and legislation.	Executive Offices	S	-	S		Alberta FOIP Act (68) Alberta Limitations Act (80,81)
LR003	Legal Matters Records related to general legal matters in connection with the administration of the University. <u>Includes:</u> Commissioner of Oaths.	Executive Offices Various Business Units	T + 2 T + 2	8 8	10 10	T = Resolution of matter or termination of task T = Resolution of matter or termination of task	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
LR004	Legal Opinions Records related to legal opinions on a variety of subjects relevant to the University and prepared for the University.	Executive Offices	S + 3	-	3		Alberta FOIP Act (68) Alberta Limitations Act (80,81)

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LEGAL & REGULATORY AFFAIRS - 2/10: records related to legal and regulatory matters in the operations of the University and meeting its mandate.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
LR005	<p>Litigation Records related to matters that have proceeded to litigation.</p> <p><u>Includes:</u> Statement of claim, court documents, transcripts, decisions, arbitration rulings and appeals.</p>	Legal Services	T + 2	18	20	<p>T = Last date of record on file</p> <p>Files are to be reviewed by Legal Services prior to destruction.</p>	<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81,82)</p> <p>The Rules of the Law Society of Alberta www.lawsociety.ab.ca</p>
LR006	<p>Copyright & Trademark - Ownership Records related to intellectual property, and the registration and renewal of copyrights, trade-marks and patents held by the University and/or its employees.</p> <p><u>Includes:</u> Institutional applications, approvals, agreements, ownership and/or transfer of ownership.</p> <p><u>Notes:</u> <i>For copyright licensing records held by the Library (see LR038).</i></p>	Legal Services	C + 2	P	P	<p>Business units may retain the records, permits or license agreements pertaining to Copyright while Active.</p> <p>Permanent retention with the Executive Offices when Inactive.</p>	<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p> <p>Canada Copyright Act (164,165,168,169,170) (171, 172,175)</p> <p>Canada Trade-Marks Act (311)</p>
LR007	<p>Contracts & Agreements – Academic Records related to contracts, leases and agreements pertaining to partnerships with individuals and other organizations for the delivery of academic programs.</p> <p><u>Includes:</u> Contract renewals and amendments, exhibits, consents, correspondence relating to the contract, and termination notices.</p>	<p>Executive Offices</p> <p>Various Business Units</p>	<p>T + 3</p> <p>T + 3</p>	<p>7</p> <p>7</p>	<p>10</p> <p>10</p>	<p>T = Expiry of contract or agreement</p> <p>T = Expiry of contract or agreement</p> <p>*Some records may be selected for retention by the MRU Archives & Special Collections.</p>	<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p>

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LEGAL & REGULATORY AFFAIRS - 3/10: records related to legal and regulatory matters in the operations of the University and meeting its mandate.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
LR008	Contracts & Agreements – Buildings & Properties Records related to contracts, leases and agreements for the acquisition, lease, operation or renovation of buildings, lands and properties. <u>Includes:</u> Contract renewals and amendments, exhibits, consents, correspondence relating to the contract, termination notices, license of occupation agreements, sub-license agreements	Legal Services Facilities Management	T + 2 T + 2	18 18	20 20	T = Expiry of contract or agreement T = Expiry of contract or agreement	Alberta FOIP Act (68) Alberta Limitations Act (80,81) Canadian Environmental Protection Act (313)
LR009	Contracts & Agreements – Finance Records related to financial agreements such as bank agreements and assignments, bond purchase agreements, revenue or cost sharing agreements, escrow agreements, loan agreements, royalty agreements, parental guarantees, and swaps. <u>Includes:</u> Contract renewals and amendments, exhibits, consents, correspondence relating to the contract, and termination notices.	Legal Services	T + 2	18	20	T = Expiry of contract or agreement	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
LR010	Contracts & Agreements – Consulting & Advising Records related to short term project related contracts for consulting services. <u>Includes:</u> Contract renewals and amendments, exhibits, consents, correspondence relating to the contract, and termination notices.	Legal Services	T + 3	7	10	T = Expiry of contract or agreement	Alberta FOIP Act (68) Alberta Limitations Act (80,81)

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LEGAL & REGULATORY AFFAIRS - 4/10: records related to legal and regulatory matters in the operations of the University and meeting its mandate.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
LR011	Contracts & Agreements – General Records related to contracts, leases and agreements pertaining to the general administration of the University, including office services & supplies, catering services, local services, and for which no other suitable classification code exists. <u>Includes:</u> Contract renewals and amendments, exhibits, consents, correspondence relating to the contract, and termination notices.	Executive Offices Library	T + 3 T + 3	7 7	10 10	T = Expiry of contract or agreement T = Expiry of contract or agreement	Alberta FOIP Act (68) Alberta Limitations Act (80,81) Agreement on Internal Trade (335,336)
LR012	Contracts & Agreements – Confidentiality Records related to confidentiality agreements with external agencies, consultants, and full-time and part-time Faculty and Staff.	Executive Offices Various Business Units	T + 3 T + 3	7 7	10 10	T = Expiry of contract or agreement T = Expiry of contract or agreement	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
LR013	Insurance Coverage Records related to insurance coverage. <u>Includes:</u> Faculty, Staff, Students, academic programs, fleet, insurance brokers, and policies.	Executive Offices Risk Management	T + 3 T + 3	7 7	P P	T = Expiry of Policy T = Expiry of Policy	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
LR014	Insurance Claims Records related to claims. <u>Includes:</u> Claims and losses.	Executive Offices Risk Management	T + 3 T + 3	17 17	20 20	T = Settlement of claim T = Settlement of claim	Alberta FOIP Act (68) Alberta Limitations Act (80,81)

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LEGAL & REGULATORY AFFAIRS - 5/10: records related to legal and regulatory matters in the operations of the University and meeting its mandate.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
LR015	Certificates, Licenses & Permits Records related to the requisition and maintenance of all licenses and permits required for the operation and maintenance of the University. <u>Includes:</u> Certificate of Title, Builder's Liens, Liquor licenses, etc. <u>Notes:</u> <i>For Copyright (Ownership) (see LR006).</i> <i>For Copyright (Licensing) (see LR038).</i>	Various Business Units	T + 3	7	10	T = Expiry of certificate, license or permit	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
LR016	Academic Liaison – Local Government Records related to meetings and other matters between MRU and local government academic agencies. <u>Includes:</u> Calgary caucus	Executive Offices	T + 3	9	12	T = Completion of task or dissolution of liaison *Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
LR017	Academic Liaison – Provincial Government Records related to meetings and other matters between MRU and provincial government academic agencies.	Executive Offices Executive Offices	T + 5 T + 5	7 P	12 P	T = Completion of task or dissolution of liaison Official reports & submissions by OIAP *Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
LR018	Academic Liaison – Federal Government Records related to meetings and other matters between MRU and Federal government academic agencies.	Executive Offices Executive Offices	T + 5 T + 5	7 P	12 P	T = Completion of task or dissolution of liaison Official reports & submissions by OIAP *Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)

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LEGAL & REGULATORY AFFAIRS - 6/10: records related to legal and regulatory matters in the operations of the University and meeting its mandate.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
LR019	Academic Liaison – International Governments Records related to meetings and other matters between MRU and US and international government academic agencies.	Executive Offices	T + 3	9	12	T = Completion of task or dissolution of liaison *Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
LR020	Non-Academic Liaison – Local Government Records related to meetings and other non-academic matters between MRU and local government agencies.	Executive Offices	T + 3	7	10	T = Completion of task or dissolution of liaison	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
LR021	Non-Academic Liaison – Provincial Government Records related to meetings and other non-academic matters between MRU and provincial government agencies.	Executive Offices	T + 3	7	10	T = Completion of task or dissolution of liaison	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
LR022	Non-Academic Liaison – Federal Government Records related to meetings and other non-academic matters between MRU and Federal government agencies.	Executive Offices	T + 3	7	10	T = Completion of task or dissolution of liaison	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
LR023	Non-Academic Liaison – International Governments Records related to meetings and other non-academic matters between MRU and US and international government agencies.	Executive Offices	T + 3	7	10	T = Completion of task or dissolution of liaison	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
LR024	Accountability Reporting – Institutional Records supporting strategic decision making processes at all levels of the University.	Institutional Research & Planning	T + 5 T + 5	7 P	12 P	T = Submission of report Official reports & submissions by OIAP *Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)

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LEGAL & REGULATORY AFFAIRS - 7/10: records related to legal and regulatory matters in the operations of the University and meeting its mandate.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
LR025	Accountability Reporting – Provincial Records that report compliance with external provincial regulatory requirements. <u>Includes:</u> Key Performance Indicators (KPI), Learner Enrolment Reporting Systems (LERS), Program Registry System (PRS)	Executive Offices	T + 5 T + 5	7 P	12 P	T = Submission of report Official reports & submissions by OIAP *Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
LR026	Accountability Reporting – National Records that report compliance with external national regulatory requirements.	Executive Offices	T + 5 T + 5	7 P	12 P	T = Submission of report Official reports & submissions by OIAP *Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
LR027	Contracts & Agreements - Systems Records related to contracts, leases and agreements for the acquisition, lease or sale of computer hardware, software, and communications systems. <u>Includes:</u> Contract renewals and amendments, exhibits, consents, correspondence relating to the contract, and termination notices.	Legal Services Information Technology Services Library	T + 3 T + 3 T + 3	7 7 7	10 10 10	T = Expiry of contract or agreement T = Expiry of contract or agreement T = Expiry of contract or agreement	Alberta FOIP Act (68) Alberta Limitations Act (80,81) Agreement on Internal Trade (335,336)
LR028	Contracts & Agreements - Vehicles & Aircraft Records related to contracts, leases and agreements for the acquisition, lease, rent or sale of vehicles, field vehicles, grounds equipment, company cars and aircraft. <u>Includes:</u> Contract renewals and amendments, exhibits, consents, correspondence relating to the contract, and termination notices.	Executive Offices	T + 3	7	10	T = Expiry of lease or sale of vehicle or aircraft	Alberta FOIP Act (68) Alberta Limitations Act (80,81) Agreement on Internal Trade (335,336)

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LEGAL & REGULATORY AFFAIRS - 8/10: records related to legal and regulatory matters in the operations of the University and meeting its mandate.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
LR029	Contracts & Agreements - Precedents Sample agreements and contracts for reference and use by MRU.	Executive Offices	S	-	S		Alberta FOIP Act (68) Alberta Limitations Act (80,81)
LR030	Information Management – Administration Records related to the administration of the information management functions, and activities such as responding to FOIP request and the investigation of privacy breaches. <u>Includes:</u> FOIP request responses, breach investigation files, RIM/FOIP advice files. <u>Notes:</u> <i>FOIP Requests facilitated through the judicial review process are transferred to (LR005).</i>	FOIP Office FOIP Office	C + 4 C + 4	- -	5 5	Files related to the advice of departments FOIP requests, breaches = 5 yrs after completion of request/resolution of breach Records routinely posted online for Proactive Disclosure purposes may also follow LR030.	Alberta Administrative Records Disposition Authority Alberta FOIP Act (68) Alberta Limitations Act (80,81)
LR031	Information Management – Standards & Tools Records related to the development and maintenance of information management standards and tools. <u>Includes:</u> Regulations, classification System, retention schedule, naming conventions, database assessments personal information banks [PIBs], delegation of authority tables, etc.	FOIP Office	S + 2	-	2		Alberta FOIP Act (68) Alberta Limitations Act (80,81)
LR032	Information Management - Destruction Certificates Completed destruction certificates maintained and signed by the head of the Business Unit. Certificates provide proof of records destruction in the event of FOIP request.	Various Business Units	P	-	P	Destruction certificates maintained by the head of the business unit.	Alberta FOIP Act (68,69,70) Alberta Limitations Act (80,81)

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LEGAL & REGULATORY AFFAIRS - 9/10: records related to legal and regulatory matters in the operations of the University and meeting its mandate.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
LR033	Information Management – Privacy Impact Assessments Records related to the development and maintenance of Privacy Impact Assessments. <u>Includes:</u> Completed Privacy Impact Assessments [PIAs] formally filed by the University Privacy Office.	Executive Offices (FOIP Office)	T + 5	-	T + 5	T = End of use – Implemented system	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
LR034	Information Management – Consent Forms Records pertaining to the consent by an individual for the University to use or disclose personal information under the FOIP Act. <u>Includes:</u> Paper or electronic record of consent	Various Business Units	T + 1	-	T + 1	T = End of use of information	Alberta FOIP Act (68) Alberta Limitations Act (80,81) MRU Information Management (FOIP) Policy
LR035	Commercial Email - Consent Forms Records pertaining to the expressed consent by an individual for the University to send electronic messages for commercial purposes under the Federal anti-spam legislation. <u>Includes:</u> Paper or electronic record of consent	Various Business Units	T + 4	-	T + 4	T = End of use or Date of last CEM sent.	Alberta FOIP Act (68) Alberta Limitations Act (80,81) Canada Electronic Commerce Protection Act (326,327,328,329,331, 332) Canada Personal Information Protection and Electronic Documents Act [provides guidance] (294,295,296,297,298)

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LEGAL & REGULATORY AFFAIRS - 10/10: records related to legal and regulatory matters in the operations of the University and meeting its mandate.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
LR036	<p>Acknowledgement of Risk – Forms Records related to management of both off-campus and on-campus activities concerning participant acknowledgement of risk, waiver of liability or informed consent forms. Activities may include; outdoor programs, term abroad programs, field trips, or international travel.</p> <p><u>Includes:</u> Acknowledgement of Risk (waiver) forms, Safety Planning Records (Form 1), Feedback Evaluation Forms (Form 2). Practicum Student Driving Waivers. Medical forms of participants.</p> <p><u>Notes:</u> <i>For off-campus post- activity incident reporting (Form 3) (see LR037).</i></p>	Various Departments	C + 3	-	4	<p>Forms relating to adults – Retain for 4 years from the end of the activity the form relates to.</p> <p>*Forms relating to minors – Retain for 4 years following the year in which the participant reaches the age of an adult.</p>	<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p>
LR037	<p>Campus Activities - Incident Reporting Records related to both off-campus and on-campus activities concerning incident management and reporting. Activities may include; outdoor programs, term abroad programs, field trips, or international travel.</p> <p><u>Includes:</u> Off-Campus Post-Activity Incident Reporting forms (Form 3).</p> <p><u>Notes:</u> <i>For litigation files (see LR005).</i> <i>For insurance (see LR013 and LR014).</i></p>	Risk Management	C + 9	-	10	<p>Forms relating to adults – Retain for 10 years from the end of the activity the form relates to.</p> <p>*Forms relating to minors – Retain for 10 years following the year in which the participant reaches the age of an adult.</p>	<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p>
LR038	<p>Copyright – Licensing Records related to intellectual property, and the management, and payment of, licenses held by the University and/or its employees.</p> <p><u>Includes:</u> Permissions for course packs, reporting payments of license fees, permissions granted</p> <p><u>Notes:</u> <i>For institutional copyright ownership or transfer of copyright held by Legal Services (see LR006).</i></p>	<p>Library</p> <p>Various Departments</p>	<p>C + 4</p> <p>C + 4</p>	<p>-</p> <p>-</p>	<p>5</p> <p>5</p>	<p>Retain for 5 years after the date MRU no longer intends on using the licensed materials.</p>	<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p> <p>Canada Copyright Act (164,165,168,169,170) (171, 172,175)</p>

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MATERIALS & EQUIPMENT - 1/4: records related to the procurement of services and material, leasing and/or renting, maintenance and repair, and ultimate retirement or disposal of materials, furniture, equipment, and supplies.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
ME000	Policy & Procedures Records related to the current policies and procedures for managing services, materials and equipment.	-	S	-	S	<i>For the retention of most current policies for reference purposes only (use 000's). For policy development (see GO019).</i>	Alberta Administrative Records Disposition Authority
ME001	Materials & Equipment – General Records that are of a general nature, and for which no suitable classification code exists under this section.	Various Business Units	C + 3	-	4		Alberta FOIP Act (68) Alberta Limitations Act (80,81)
ME002	Inventories Records related to inventories of all material, equipment, furniture, fixtures and supplies.	Facilities Management	S + 4	-	4		Alberta FOIP Act (68) Alberta Limitations Act (80,81)
ME003	Product & Service Catalogues Records related to the description and pricing of vendor services, material, equipment, furniture, fixtures and supplies. <u>Includes:</u> Brochures, price lists and schedules, operating manuals.	Various Business Units	S + 1	-	1		Alberta FOIP Act (68) Alberta Limitations Act (80,81)
ME004	Material Specifications Records related to the internal and external specifications of all material and equipment.	Facilities Management	T + 2	-	2	T = Cease use of material	Alberta FOIP Act (68) Alberta Limitations Act (80,81)

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MATERIALS & EQUIPMENT - 2/4: records related to the procurement of services and material, leasing and/or renting, maintenance and repair, and ultimate retirement or disposal of materials, furniture, equipment, and supplies.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
ME005	Tenders & Proposals Records related to the tendering or bidding process preceding the issuance of a Purchase or Service Order Contract. <u>Includes:</u> Invitations to tender, advertising of tenders, RFP Request for Proposals, tenders or quotations from bidders, evaluation and awarding of tenders, letters accepting or rejecting tenders, and supporting documentation.	Supply Chain Services (Purchasing)	T + 1	6	7	T = Award contract Reclassify successful tenders under appropriate contract or agreement. T + 1 = Unsuccessful tenders	Alberta FOIP Act (68) Alberta Limitations Act (80,81) Agreement on Internal Trade (335,336) Canada Income Tax Act (207,208,218)
ME006	Maintenance & Repairs – General Records related to the maintenance of University owned and leased material, office equipment, grounds equipment, furniture, fixtures and supplies.	Facilities Management	T + 2	3	5	T = Cease use of item	Alberta FOIP Act (68) Alberta Limitations Act (80,81) Alberta Workers Compensation Act (137) Canada Labour Code (244,258,278)
ME007	Maintenance & Repairs – Computers Records related to the function of maintaining University owned and leased computer equipment. <u>Includes:</u> Computer hardware, laptops, monitors, printers and servers.	Information Technology Services	T + 2	3	5	T = Cease use of item	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
ME008	Maintenance & Repairs – Communications Records related to the function of maintaining University owned and leased communication equipment. <u>Includes:</u> Telephones, video conferencing, etc	Information Technology Services	T + 2	3	5	T = Cease use of item	Alberta FOIP Act (68) Alberta Limitations Act (80,81)

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MATERIALS & EQUIPMENT - 3/4: records related to the procurement of services and material, leasing and/or renting, maintenance and repair, and ultimate retirement or disposal of materials, furniture, equipment, and supplies.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
ME009	Surplus Records related to surplus materials, equipment, furniture and fixtures. <u>Includes:</u> Activity report and material transfer record.	Facilities Management	T + 2	3	5	T = Sale or final disposal	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
ME010	Disposals & Retirements Records related to the retirement or disposal of scrap or obsolete materials, equipment, furniture, fixtures and supplies. <u>Includes:</u> Authorizations to withdraw items from service, book costs, in service and property removal notices, salvage and removal costs, inventory of items for retirement or disposal, and retirement schedules.	Facilities Management	T + 2	3	5	T = Sale or final disposal	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
ME011	Loss & Damage Records related to loss and/or damage of materials and equipment. <u>Notes:</u> <i>For insurance policies (see LR013).</i> <i>For insurance claims (see LR014).</i>	Facilities Management	T + 2	3	5	T = Sale or final disposal	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
ME012	Purchasing - Products Records related to the purchase of material, equipment, furniture, fixtures and supplies. <u>Includes:</u> Authorizations to purchase, purchase requisitions, purchase orders and amendments.	Supply Chain Services (Purchasing)	T + 2	5	7	T = Purchase of item	Alberta FOIP Act (68) Alberta Limitations Act (80,81) Agreement on Internal Trade (335,336) Canada Income Tax Act (218)

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MATERIALS & EQUIPMENT - 4/4: records related to the procurement of services and material, leasing and/or renting, maintenance and repair, and ultimate retirement or disposal of materials, furniture, equipment, and supplies.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
ME013	Blanket Purchasing - Products Records related to the purchase of material, equipment, furniture, fixtures and supplies against blanket and/or standing purchase orders. <u>Includes:</u> Authorizations to purchase, purchase requisitions, purchase orders and amendments.	Supply Chain Services (Purchasing)	T + 2	5	7	T = Expiry of Blanket Order	Alberta FOIP Act (68) Alberta Limitations Act (80,81) Canada Income Tax Act (218)
ME014	Purchasing - Services Records related to the provision of services against a service order. <u>Includes:</u> Authorizations for service, requisitions, service orders and amendments.	Supply Chain Services (Purchasing)	T + 2	5	7	T = Completion of service P = Authorization for Destruction.	Alberta FOIP Act (68) Alberta Limitations Act (80,81) Canada Income Tax Act (218)
ME015	Fleet Records Records related to University owned or leased vehicles, field vehicles, aircraft and company cars. <u>Includes:</u> Registration, certificates of ownership, maintenance & repair, log books and mileage summaries, driver licenses. <u>Notes:</u> <i>For contracts and leases (see LR028).</i>	Risk Management Facilities Management	T + 2 T + 2	8 8	10 10	T = Expiry of lease or sale of vehicle T = Expiry of lease or sale of car	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
ME016	Vending Equipment Records related to the vending equipment in the University premises. <u>Includes:</u> Request for proposals (RFPs), Remittance Form, Commission Statement <u>Notes:</u> <i>See Legal & Regulatory Affairs for Contracts and Leases.</i>	Business & Retail Services	T + 2	8	10	T = Expiry of lease	Alberta FOIP Act (68) Alberta Limitations Act (80,81)

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PUBLIC RELATIONS - 1/4: records related to the University's efforts in building positive relations with the public, developing fund raising campaigns, marketing, advertising, and advancement of the University and its programs.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
PR000	Policy & Procedures Records related to the current policies and procedures pertaining to public relations, advertising and marketing of University programs and services.	-	S	-	S	<i>For the retention of most current policies for reference purposes only (use 000's).</i> <i>For policy development (see GO019).</i>	Alberta Administrative Records Disposition Authority
PR001	Public Relations – General Records that are of a general nature, and for which no suitable classification code exists under this section.	Various Business Units	C + 3	-	4	*Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
PR002	MRU Foundation Records related to the administration of the MRU Foundation. <u>Includes:</u> Administrative records such as, thank-you letters, newspaper articles, draft notes, casual correspondence. <u>Notes:</u> <i>For Accounts Receivable (see FI003).</i> <i>For Campaigns and Canvassing (see PR005).</i> <i>For Donors - Foundation (see FI036).</i> <i>For Fundraising – Foundation (see FI035).</i> <i>For Foundation Board Meeting Governance (see GO012).</i> <i>For Operating and Partnership Agreements (see LR011).</i>	University Advancement (Foundation)	S + 2	-	2		Alberta FOIP Act (68) Alberta Limitations Act (80,81)

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PUBLIC RELATIONS - 2/4: records related to the University's efforts in building positive relations with the public, developing fund raising campaigns, marketing, advertising, and advancement of the University and its programs.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
PR003	MRU Alumni Records related to the administration of the Alumni Association. <u>Includes:</u> Volunteers, event registrations and mailing lists. <u>Notes:</u> <i>For Alumni records held by the Executive Offices (see GO017).</i> <i>Original partnership agreements maintained by alumni office (see LR011).</i>	University Advancement (Alumni Services)	S + 4	-	4	Mailing lists *Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
PR004	Advertising and Marketing Records related to the advertising and marketing of the University, its programs and its activities. <u>Includes:</u> Directories, display booths, information notices, insertions, booking letters, media advertising and contacts, photographs, slides, videos	University Advancement, (Marketing and Communications)	C + 2	4	7	*Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
PR005	Campaigns & Canvassing Records related to external campaigns and drives supported by the University. For example, the United Way, Canadian Cancer Society, Canadian Blood Services. <u>Includes:</u> History of donations made by the University, matching gift programs, and University sponsorships using corporate resources. <u>Notes:</u> <i>For records related to the campaigning of funds by the Foundation – individual and corporate (see FI003 and FI035).</i>	University Advancement, (Marketing and Communications) Executive Offices	C + 2 C + 2	4 4	7 7	*Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81) Canada Income Tax Act (218)

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PUBLIC RELATIONS - 3/4: records related to the University's efforts in building positive relations with the public, developing fund raising campaigns, marketing, advertising, and advancement of the University and its programs.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
PR006	Special Events Records related to the planning, organizing, and conducting of special events and activities sponsored by or participated by the University. <u>Includes:</u> Employee, student and community events, Expositions, Olympic Winter Games, expositions, invitations, ticket purchase and sale, draws, open house, career fairs, events sponsored by other organizations.	Various Business Units	C + 2	4	7	*Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81) Canada Income Tax Act (218)
PR007	Public Relations Records related to the University's participation in events and activities in order to build positive relations with the community at large.	University Advancement, (Marketing and Communications)	C + 2	4	7	*Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
PR008	Marketing Collateral Records related to the designing, development and maintenance of marketing collateral relating to the University. <u>Includes:</u> MRU logo, Cougar Athletics logo, flag, signage, premiums, parade float design, and incentives <u>Notes:</u> <i>For Cougar Athletic activities (see SA023).</i>	University Advancement, (Marketing and Communications)	C + 1	10	12	*Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
PR009	Publications – Internal Records related to the various publications published by the University. <u>Includes:</u> Summit Magazine, MRU Calendar, Faculty, Staff & Student publications.	University Advancement, (Marketing and Communications)	C + 2	P	P	*Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)

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PUBLIC RELATIONS - 4/4: records related to the University's efforts in building positive relations with the public, developing fund raising campaigns, marketing, advertising, and advancement of the University and its programs.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
PR010	Publications – External Records related to the various publications published externally for the use and information of the University Faculty, Staff and Students. Government issued publications, professional organization publications.	University Advancement, (Marketing and Communications)	C + 1	-	2	*Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
PR011	Media Publicity Records related to the publicity of the University on various media. <u>Includes:</u> News releases and clippings.	University Advancement, (Marketing and Communications)	C + 2	7	10	*Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81) Canada Copyright Act (168) Canada Trade-marks Act (311)

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Mount Royal University – Records and Information Management (RIM) Program Policy

Records Retention Schedule – June 19, 2018

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STUDENT AFFAIRS - 1/19: records related to student affairs, from application to graduation.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
SA000	Policy & Procedures Records related to the current policies and procedures for the provision of academic services to the students.	-	S	-	S	<i>For the retention of most current policies for reference purposes only (use 000's).</i> <i>For policy development (see GO019).</i>	Alberta Administrative Records Disposition Authority
SA001	Student Affairs – General Records that are of a general nature, and for which no suitable classification code exists under this section.	Various Business Units	C + 3	-	4		Alberta FOIP Act (68) Alberta Limitations Act (80,81) Alberta Post-Secondary Learning Act (120,121)
SA002	Academic Schedule Records related to the MRU academic schedules and timetables.	Registrar	C + 2	-	3		Alberta FOIP Act (68) Alberta Limitations Act (80,81) Alberta Post-Secondary Learning Act (120,121)
SA003	Class Schedule Records related to the MRU schedule of individual classes. <u>Includes:</u> Course deletions, course cuts.	Registrar	C + 2	-	3		Alberta FOIP Act (68) Alberta Limitations Act (80,81) Alberta Post-Secondary Learning Act (120,121)

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STUDENT AFFAIRS - 2/19: records related to student affairs, from application to graduation.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
SA004	Admission Applications Applications received from students that are either accepted (or not) who do not attend the initial semester, where there is no student history for the student. Notes: <i>Original records relating to an individual student will be placed in the official student file (see SA012, SA032).</i> <i>Students that have been accepted and have previously attended a semester, but are not currently attending are placed in the official student file (see SA012, SA032).</i>	Enrolment Services (Admissions and Recruitment)	T + 1	-	1	T = Last date on record Admissions and Recruitment eventually transfer records to the Registrar	Alberta FOIP Act (68) Alberta Limitations Act (80,81) Alberta Post-Secondary Learning Act (120,121) Payment Card Industry Data Security: <i>Where Card Holder Data (Credit Card No, Expiry Date, CCV Number) is physically retained refer to the Business Unit's Cash and Payment Handling procedure document.</i>
		Various Departments	T + 1	-	1	T = Last date on record	
SA005	Academic Advising Records related to the provision of counseling services to students regarding admissions. Records related to recruitment are also included. Notes: <i>Original records relating to an individual student will be placed in the official student file (see SA012, SA032).</i>	Enrolment Services Academic (Advising)	C + 2	-	3		Alberta FOIP Act (68) Alberta Limitations Act (80,81) Alberta Post-Secondary Learning Act (120,121)
SA006	Student Admissions Records related to full time and part time students. Includes: Admission testing, English Language proficiency, international students, conditional acceptance and re-admissions. Notes: <i>Original records relating to an individual student will be placed in the official student file (see SA012, SA032).</i>	Enrolment Services (Admissions and Recruitment)	C + 2	4	7	Admissions and Recruitment eventually transfer records to Registrar Payment Card Industry Data Security: <i>Where Card Holder Data (Credit Card No, Expiry Date, CCV Number) is physically retained refer to the Business Unit's Cash and Payment Handling procedure document.</i>	Alberta FOIP Act (68) Alberta Limitations Act (80,81) Alberta Post-Secondary Learning Act (120,121)

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STUDENT AFFAIRS - 3/19: records related to student affairs, from application to graduation.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
SA007	Transfer Credit & Prior Learning Records related to the recognition of degrees, and/or applicable course work completed at other university or post-secondary institutions, and other academic and life experiences that may reflect sound knowledge of subject matter covered in courses offered by MRU. <u>Includes:</u> Review of equivalencies. <u>Notes:</u> <i>Original records relating to an individual student will be placed in the official student file (see SA012, SA032).</i>	Enrolment Services	C + 2	4	7	Payment Card Industry Data Security: <i>Where Card Holder Data (Credit Card No, Expiry Date, CCV Number) is physically retained refer to the Business Unit's Cash and Payment Handling procedure document.</i>	Alberta FOIP Act (68) Alberta Limitations Act (80,81) Alberta Post-Secondary Learning Act (120,121)
SA008	Student Registrations Records related to the process of registration or withdrawal of students from courses at MRU. <u>Includes:</u> Telephone registrations, late registrations, registration changes, wait list, foreign students registrations, audit students, course cancellations, drop and add courses. <u>Notes:</u> <i>Original records relating to an individual student will be placed in the official student file (see SA012, SA032).</i>	Enrolment Services	C + 2	4	7	Payment Card Industry Data Security: <i>Where Card Holder Data (Credit Card No, Expiry Date, CCV Number) is physically retained refer to the Business Unit's Cash and Payment Handling procedure document.</i>	Alberta FOIP Act (68) Alberta Limitations Act (80,81) Alberta Post-Secondary Learning Act (120,121)
SA009	Enrolment Management Records related to the management of student enrolment. <u>Includes:</u> Enrolment planning and management, minimum class size, student attrition and retention, full time equivalent definitions FTE, and program targets.	Enrolment Services (Admissions and Recruitment)	C + 2	4	7	*Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81) Alberta Post-Secondary Learning Act (120,121)

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STUDENT AFFAIRS - 4/19: records related to student affairs, from application to graduation.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
SA010	Student Course Load Records related to the number of courses a student is permitted to register for during a semester. <u>Includes:</u> Course overload. <u>Notes:</u> <i>Original records relating to an individual student will be placed in the official student file (see SA012, SA032).</i>	Enrolment Services	C + 2	-	3		Alberta FOIP Act (68) Alberta Limitations Act (80,81) Alberta Post-Secondary Learning Act (120,121)
SA011	Student Orientations Records related to the orientation of new students to MRU.	Enrolment Services (Academic Advising)	C + 1	-	2		Alberta FOIP Act (68) Alberta Limitations Act (80,81) Alberta Post-Secondary Learning Act (120,121)

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STUDENT AFFAIRS - 5/19: records related to student affairs, from application to graduation.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
SA012	<p>Student Records – Credit Programs Records related to the complete history of individual students.</p> <p><u>Includes:</u> Academic appeals, requirement to withdraw, application forms, Athabasca University correspondence, change of program memos, continuance letters, directed reading forms, exception correspondence, grade appeals, change of grade, final grade review forms, incomplete contracts, office of student conduct reports-decisions, PLAR forms, name change certificates, marriage certificates, transcripts, transfer credit assessments, withdrawal forms, application to graduate, and MRUGradU8 degree audit, student grades entered in Banner</p> <p><u>Notes:</u> <i>These records are purged from the file once student status becomes “inactive” : practicum evaluations, faculty reference letters, academic standing letters, acceptance letters, bursary forms, change of address, course/mark inquiry, honor roll letters, final exam deferral, fax cover sheets, letters of permission, mid-term grade form, post-secondary transcript evaluation, re-admission workshop form, not-eligible admission letter, self-reported grades, statement of intent, transfer credit (course outlines, unofficial audit), waitlist letters).</i></p> <p><i>For non-credit student records (see SA032).</i></p>	Enrolment Services (Registrar)	T + 1	P	P	<p>T = Graduate, leave or transfer out of institution (Inactive)</p> <p>Payment Card Industry Data Security: <i>Where Card Holder Data (Credit Card No, Expiry Date, CCV Number) is physically retained refer to the Business Unit's Cash and Payment Handling procedure document.</i></p>	<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p> <p>Alberta Post-Secondary Learning Act (120,121)</p>

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STUDENT AFFAIRS - 6/19: records related to student affairs, from application to graduation.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
SA013	<p>Non Academic Misconduct Records related to misconduct of students of a non-academic nature.</p> <p><u>Includes:</u> Incident reports, correspondence, behavior, board decisions causing harm or injury to persons, damage to University property or the property of others, seriously disrupting the educational activities, services, or events provided by the University, and other behavior which is otherwise unlawful.</p> <p><u>Notes:</u> <i>Original records relating to an individual credit student are transferred to the Registrar's Office.</i></p>	Enrolment Services (Office of Student Conduct)	T + 3	P	P	T = Issue resolved	<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p> <p>Alberta Post-Secondary Learning Act (120,121)</p>
SA014	<p>Student Appeals & Grievances Records related to complaints, grievance and/or appeal committee hearings, and resolution of appeal and/or grievance involving academic matters.</p> <p><u>Includes:</u> Complaints relating to academic standing, grades, marks, admissions, enrolment, registration, fees, programs and/or courses, instructors, etc.</p> <p><u>Notes:</u> <i>Original records relating the final resolution concerning credit student are transferred to the Registrar's Office.</i></p>	Enrolment Services (Office of Student Conduct)	T + 3	P	P	T = Grievance resolved	<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p> <p>Alberta Post-Secondary Learning Act (120,121)</p>

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STUDENT AFFAIRS - 7/19: records related to student affairs, from application to graduation.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
SA015	Academic Status Records related to the assessment system, integrity of student work policy, and statement of student rights and responsibility. <u>Includes:</u> Grading system, grade distribution, grade point average GPA, President's & Dean's honor rolls, grade change, delinquent grade report, and practicum grades.	Enrolment Services (Registrar) Executive Offices	C + 2 C + 1	P -	P 2	Honor Rolls Student Consent Forms - Presidents Honor Roll	Alberta FOIP Act (68) Alberta Limitations Act (80,81) Alberta Post-Secondary Learning Act (120,121)
SA016	Examinations Records related to the general scheduling and administration of examinations. <u>Includes:</u> Schedules, midterm & final examinations, deferred and comprehensive examinations. <u>Notes:</u> <i>For completed examinations (see AA017 through AA021).</i>	Enrolment Services (Registrar)	S + 1	-	1		Alberta FOIP Act (68) Alberta Limitations Act (80,81) Alberta Post-Secondary Learning Act (120,121)
SA017	Convocations – University Advancement Records related to the administration of the graduation and convocation ceremony. <u>Includes:</u> Procedures, regalia, guest lists, invitations and mailing lists. <u>Notes:</u> <i>Records related to students and the graduation application process for the credit students are held by the Registrar (see SA012).</i>	University Advancement (Marketing and Communications)	C + 2	2	5	*Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81) Alberta Post-Secondary Learning Act (120,121)

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STUDENT AFFAIRS - 8/19: records related to student affairs, from application to graduation.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
SA018	Financial Aid Records related to the award of scholarships, medals, prizes, and financial aid services to students. <u>Includes (Enrolment Services):</u> Scholarships, awards, bursaries and loans for students. <u>Includes (Executive Offices):</u> Student Finance Board, correspondence with Government, scholarship/award details, appreciation letters. <u>Notes:</u> <i>For Committee on Student Awards (see AD002).</i> <i>For Student Awards Committee (see GO007).</i> <i>For Student Awards (see SA018).</i> <i>For Student Finance Board (see SA018).</i>	Enrolment Services (Student Awards and Financial Aid)	C + 2	4	7	*Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81) Alberta Post-Secondary Learning Act (120,121) Alberta Student Financial Assistance Act (128,129) Canada Income Tax Act (218)
		Executive Offices	C + 2	4	7		
SA019	Academic Counseling Records related to the provision of counseling services to students on educational matters.	Enrolment Services (Academic Advising)	C + 2	2	5	T = Last date of counseling	Alberta FOIP Act (68) Alberta Limitations Act (80,81) Alberta Post-Secondary Learning Act (120,121)
SA020	Student Counseling Records related to the provision of counseling services to students on social and personal matters.	Student Affairs and Campus Life (Student Counseling)	T + 3	7	10	Case files. T = Date of last service provided <i>Note: Alberta Health Information Act only applies to <u>custodians</u> as defined in the Act. Example: a physician's office.</i>	Alberta FOIP Act (68) Alberta Limitations Act (80,81) Alberta Health Information Act (73) Alberta Post-Secondary Learning Act (120,121)

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STUDENT AFFAIRS - 9/19: records related to student affairs, from application to graduation.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
SA021	<p>Academic Disqualifications Records related to the disqualification of students from further registration in courses due to any academic misconduct, or when their academic performance fails to meet the minimum standards of the University.</p> <p><u>Includes:</u> Progress criteria, warnings, length of disqualification, and re-admission after disqualification.</p> <p><u>Notes:</u> <i>Original records relating to an individual credit student are transferred to the Registrar's Office.</i></p>	Enrolment Services (Office of Student Conduct)	T + 3	P	P		<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p> <p>Alberta Post-Secondary Learning Act (120,121)</p>
SA022	<p>Student Employment Records related to student employment programs, and student work experience.</p> <p><u>Includes:</u> Work term forms, employment letters and work contracts, work experience safety checklists, employer evaluations, student feedback, grade sheets (if required), disciplinary letters and electronic records (notes, term records, work experience)</p> <p><u>Notes:</u> <i>Applications for students not accepted into programs are purged after 1 year (transitory). (see SA004).</i></p> <p><i>Assignments are purged after 1 year. (see AA017-AA022).</i></p>	Career Services	T + 4	-	4	T = Last date on record in file	<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p> <p>Alberta Occupational Health and Safety Act (91,92)</p> <p>Alberta Post-Secondary Learning Act (120,121)</p> <p>Alberta Workers Compensation Act (137,139,141)</p>

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STUDENT AFFAIRS - 10/19: records related to student affairs, from application to graduation.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
SA023	Student Activities Records related to University sponsored extra-curricular activities that are participated in by the University students. <u>Includes:</u> Cougar Athletics (ie) student events, sports teams, reports, debating teams, choral & music, etc. <u>Notes:</u> <i>For Cougar Logo (see PR008).</i>	Recreation Conservatory Cougar Athletics	C + 2 C + 2 C + 2	4 4 4	7 7 7	*Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81) Alberta Post-Secondary Learning Act (120,121)
SA024	Competitions & Festivals Records related to competitions, festivals, recitals, etc., sponsored by external organizations that are supported by the University, and participated by MRU students.	Various Business Units	C + 2	4	7	*Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81) Alberta Post-Secondary Learning Act (120,121)
SA025	Student Retention Records related to the administration of the student retention management process. <u>Includes:</u> Strategies, analysis, reports.	Various Business Units	C + 6	-	7		Alberta FOIP Act (68) Alberta Limitations Act (80,81)
SA026	Student Recruitment and Marketing Records related to the administration of the student recruitment and marketing activities. <u>Includes:</u> Strategies, marketing and communication program plans, marketing research.	Enrolment Services (Admissions and Recruitment)	C + 6	-	7		Alberta FOIP Act (68) Alberta Limitations Act (80,81)

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STUDENT AFFAIRS - 11/19: records related to student affairs, from application to graduation.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
SA027	Iniskim Centre Records related to the administration of the Iniskim Centre. <u>Includes:</u> Acceptance letters, aboriginal education program applications, transcript copies, funding documents, advising records, emergency contacts. <u>Notes:</u> <i>For Government grant funding (see FI034).</i>	Iniskim Centre	T + 4	-	4	Aboriginal Education Program Files T =Date student left program or last date in file (inactive)	Alberta FOIP Act (68)
			T + 4	-	4	Retention Files T =Date student left program or last date in file (inactive)	Alberta Limitations Act (80,81)
			T + 4	-	4	Housing Files T =Date student left program or last date in file (inactive)	Alberta Post-Secondary Learning Act (120,121)
SA028	Student Learning Services Records related to the administration of Student Learning Services. <u>Includes:</u> Student Stat Sheet (record of tutor appointment), Tutor request forms	Student Learning Services	T + 3	-	3	T = End of semester for Tutor request forms	Alberta FOIP Act (68)
			T + 4	-	4	T = End of semester for Student Stat Sheet	Alberta Limitations Act (80,81)
							Alberta Post-Secondary Learning Act (120,121)
SA029	Accessibility Services Records related to the administration of Accessibility Services <u>Includes:</u> Health information, disability documentation, advising records, academic advising files	Accessibility Services	T + 3	2	5	T = Last date of service provided *Electronic records of disability documentation are retained on the MRU Accessibility Student Tracking database for 5 years.	Alberta FOIP Act (68)
							Alberta Human Rights Act (74,76)
							Alberta Limitations Act (80,81)
							Alberta Post-Secondary Learning Act (120,121)

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STUDENT AFFAIRS - 12/19: records related to student affairs, from application to graduation.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
SA030	<p>Residence Services – Housing Operations Records related to the management of occupancy concerning University student residences.</p> <p><u>Includes:</u> ESL applications, installment plans, cancellations, evictions, room change requests, charges: housekeeping/maintenance, early move in requests, holiday closures, unit card reports, group contracts, group correspondence, wired connection forms, apple TV forms, casual guest registration forms, parking pass logs, recreation pass logs, credit card forms, uploads (StarRez & Banner), tourism, levy submissions, key inventory, membership information NWACUHO NASPAS, pricing and tariff info, sign-in sheets, key sign-out sheets, mail/parcel list, storage locker list and contract, request for accommodation (medical reasons)</p> <p><u>Notes:</u> <i>For records related to the renovation, expansion, and operation of the University student residence building (see BP008).</i> <i>For records related to Residence Life such as incident reports, eviction notices, and Staff training (see SA037).</i></p>	Residence Services	T + 3	-	3	<p>T = Last date of service provided</p> <p><i>(1): Financial records including, copy of sales, reconciliations, revenue/expense, and group charges submitted to Financial Services & Risk Management.</i></p> <p><i>(2): Employee records including, resident advisor contracts, new employee forms, hiring information, performance appraisals, casual staff employee records, letters of reference, record of employment filed under HR014. Contracts for casual staff are sent to Human Resources Payroll.</i></p> <p><i>(3): Staff Training Materials filed under HR017.</i></p> <p><i>(4): Minutes and agendas filed under the AD Coding.</i></p> <p>Payment Card Industry Data Security: <i>Where Card Holder Data (Credit Card No, Expiry Date, CCV Number) is physically retained refer to the Business Unit's Cash and Payment Handling procedure document.</i></p>	<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p> <p>Alberta Residential Tenancies Act (325) [provides guidance]</p>

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STUDENT AFFAIRS - 13/19: records related to student affairs, from application to graduation.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
SA031	<p>Transitional Vocational Program Records related to the administration of the Transitional Vocational Programs (TVP) including the Employment Assistance Program (EAP), Employment Preparation Certificate (EPC), Adult Basic Education (ABE), Volunteer Tutor Adult Literacy Services (VTAL), and Computer Literacy.</p> <p><u>Includes:</u> Student cover sheet, locker combo print off, student photo, student medical report,, student work history cover sheet, student case notes, student work evaluations, work practicum contracts, job safety skills certificate (copy), worksite safety checklist, student incident reports generated by TVP, student assessment records, high school individual program plans, high school psyc/ed reports and assessments, attendance records, certificates (WHIMIS), vocational profile, student TVP interviews, computer skills assessment, behavioral description interview (BDI), references.</p> <p><u>Notes (See Active Column):</u> <i>The records below are purged from the file by TVP and sent to CE Registrar (under SA032) as part of the <u>Student Record</u> upon graduation/completion:</i></p> <ul style="list-style-type: none"> o Admissions application packages registration forms, transcripts, report cards, acceptance letters o TVP Payments o Consent and model release forms (also entered into Banner) o Grade appeals, grade sheets, change of grades o Program withdrawal forms o Email correspondence (if email changes the student permanent record).(See SA032). <p>(1)Tuition deferral forms filed with Financial Services & Risk Management (see FI009).</p> <p>(2)Records pertaining to WCB claims regarding students filed by TVP in (SS020).</p> <p>(3)Risk Waiver Forms (see LR036).</p>	Transitional Vocational Program	T + 4	-	4	<p>T = Graduate, leave or transfer out of institution (Inactive)</p> <p><u>Payment Card Industry Data Security:</u> <i>Where Card Holder Data (Credit Card No, Expiry Date, CCV Number) is physically retained refer to the Business Unit's Cash and Payment Handling procedure document.</i></p> <p>Students that are accepted, but do not attend are retained for 1 year. (see SA004).</p>	<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p> <p>Alberta Occupational Health and Safety Act (91,92)</p> <p>Alberta Post-Secondary Learning Act (120,121)</p> <p>Alberta Workers Compensation Act (136,137,139,141)</p> <p>Alberta Workers Compensation Regulation (317)</p> <p>Canada Labour Code (221,222,223,224,228) (233)</p>

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STUDENT AFFAIRS - 14/19: records related to student affairs, from application to graduation.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
SA032	<p>Student Records – Continuing Education (Non-Credit) Records related to the administration of non-credit program student records under the Faculty of Continuing Education (CE).</p> <p><u>Includes:</u> Admissions application package (transcripts/acceptance letter), PLARS application, graduation applications, withdrawal forms, change of grades, release of information, change of name, underage permissions, grade appeals, email correspondence (if email changes the student permanent record).</p> <p><u>Notes:</u> <i>For grade sheets, examinations and attendance lists submitted by instructors to CE Reg once entered into Banner.. (see AA017 – AA021).</i></p> <p><u>(See Active Column):</u> <i>These records are purged from the file by CE Registrar after <u>one academic year</u> has passed: sponsorships, replacement certificates, registration forms, TVP Payments, education verifications, transcript requests.</i></p> <p><u>CE Departments:</u> <i>(1)Transfer admissions application package (transcripts/acceptance letter), grade appeals, and important email correspondence to CE Registrar after graduation/completion.</i> <i>(2)Program specific documents for licensing/logs retained within the CE department. (See SA033).</i> <i>(3)Health record checks and “receipt” evidencing that a criminal record check has been performed are not included under SA032 (See SA034).</i> <i>(4)Tuition deferral forms filed with Financial Services & Risk Management (see FI009).</i> <i>(5)Risk Waiver Forms filed (see LR036).</i> <i>(6)Parenting After Separation Seminar (PASS) records maintained by Government of Alberta.</i></p>	Continuing Education (Registrar)	T + 1	P	P	<p>T = Last date of semester</p> <p><u>Payment Card Industry Data Security:</u> <i>Where Card Holder Data (Credit Card No, Expiry Date, CCV Number) is physically retained refer to the Business Unit's Cash and Payment Handling procedure document.</i></p>	<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p> <p>Alberta Post-Secondary Learning Act (120,121)</p> <p>MRU Grades and Examinations Policy</p> <p>MRU Final Grades Appeals Policy</p>

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STUDENT AFFAIRS - 15/19: records related to student affairs, from application to graduation.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
SA033	<p>Student Records – (Practicum and Student Administration) Records related to the acceptance and administration of students regarding practicum programs by Departments.</p> <p><u>Includes:</u> Licensing/logs documentation</p> <p><u>Notes:</u> <i>This code does not include:</i></p> <p>(1) <i>Health Records (see SA034).</i> (2) <i>Criminal Record Checks (see SA034).</i> (3) <i>Certified Criminal Record Checks</i> (4) <i>Vulnerable Sector Check</i> (5) <i>Police Information Checks</i></p> <p><i>For Registrar student records (See SA012, SA032).</i></p>	<p>Continuing Education</p> <p>Various Departments</p>	<p>T + 4</p> <p>T + 4</p>	<p>-</p> <p>-</p>	<p>4</p> <p>4</p>	<p>T = Last date of record</p> <p>T = Last date of record</p>	<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p> <p>Alberta Post-Secondary Learning Act (120,121)</p> <p>Alberta Workers Compensation Act (136,137,139,141) [provides guidance]</p> <p>Alberta Workers Compensation Regulation (317) [provides guidance]</p> <p>Canada Labour Code (221,222,223,224,228) (233)</p>
SA034	<p>Health and Criminal Record Checks Records related to the retention of criminal record checks and medical immunization checks for entry into practicum programs or for employment of those working with individuals with vulnerable needs.</p> <p><u>Includes:</u> Criminal Record Checks (CRC), Certified Criminal Record Checks (CCRC), Police Information Checks (PIC), immunization record checks or in general “receipt evidencing that the check has been performed.</p> <p><u>Notes:</u> <i>-Retention of actual Criminal Record Checks and Health records should be on a limited basis. (Contact Legal Services)</i> <i>-Immunization Health Records for students are retained by health custodian in Wellness Services. (see SS031).</i></p>	<p>Various Departments</p>	<p>C + 3</p>	<p>-</p>	<p>4</p>	<p>T = Date check completed</p>	<p>Alberta FOIP Act (68)</p> <p>Alberta Health Professions Act (318,319,320,321,322) [provides guidance]</p> <p>Alberta Limitations Act (80,81)</p> <p>Alberta Protection for Persons in Care Act (340)</p> <p>Alberta Registered Nurses Profession Regulation (323, 324) [provides guidance]</p>

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STUDENT AFFAIRS - 16/19: records related to student affairs, from application to graduation.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
SA035	Internationally Educated Nurses (IEN) Records related to the operation of the Internationally Educated Nurses Assessment Centres by the School of Nursing upon referral from the College & Association of Registered Nurses of Alberta (CARNA). <u>Includes:</u> Substantially Equivalent Competency (SEC) Assessments of IEN's applying for professional licensure with CARNA.	School of Nursing (IEN)	T + 4	-	4	T = Date of final assessment	Alberta FOIP Act (68) Alberta Health Professions Act (318,319,320,321,322) [provides guidance] Alberta Registered Nurses Profession Regulation (323, 324) [provides guidance] Alberta Limitations Act (80,81)
SA036	Practicum Clinic – Client Files Records related to the operation of the Massage Therapy Practicum Clinic by the Faculty of Continuing Education. <u>Includes:</u> Waiver forms, health history forms, assessment tests/results, any medical documentation from other health care professionals (physicians), SOAP notes, client contact information.	Practicum Clinic (Continuing Education)	T + 2	8	10	T = Last date of service provided Appointment bookings retained for 1 year	Alberta FOIP Act (68) Alberta Health Information Act (73) [provides guidance] Alberta Health Information Regulation (316) [provides guidance] Alberta Health Professions Act (321) [provides guidance] Alberta Limitations Act (80,81) Alberta Protection for Persons in Care Act (340)

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STUDENT AFFAIRS - 17/19: records related to student affairs, from application to graduation.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
SA037	<p>Residence Services – Residence Life Records related to the management of residence life, including programming and conduct.</p> <p><u>Includes:</u> Incident reports, decision letters (sanctions), evidence, eviction notices, program proposals and evaluations, notice of fee, on duty log books, residence life budget, residence life staff, training materials, staff weekly logs, staff evaluations, staff contact information</p> <p><u>Notes:</u> <i>For records related to the renovation, expansion, and operation of the University student residence building (see BP008).</i> <i>For records related to Residence Housing Operations (see SA030).</i></p>	Residence Services	T + 3	-	3	T = Last date of service provided	<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p> <p>Alberta Residential Tenancies Act (325) [provides guidance]</p>
SA038	<p>MRU Kids Records related to the administration of MRU summer camp registration by the Faculty of Continuing Education.</p> <p><u>Includes:</u> Applications, bursary applications, and staff assessments.</p> <p><u>Notes:</u> <i>For criminal record checks (see SA034).</i></p>	Continuing Education	T + 7	-	7	T = Last date of participation	<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p> <p>Alberta Personal Income Tax Act (93)</p> <p>Canada Income Tax Act (207,208,218)</p> <p>Alberta Post-Secondary Learning Act (120,121)</p>

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STUDENT AFFAIRS - 18/19: records related to student affairs, from application to graduation.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
SA039	<p>Inclusive Post-Secondary Education Records related to the administration of the Inclusive Post-Secondary Education (IPSE).</p> <p><u>Includes:</u> Student personal information, student term end reports, resumes, job applications, employer contact notes, offer letters, evaluations, student meeting notes, student police info check (PIC) and vulnerable sector verification (VSV) result letters, references, school work practicum evaluations.</p> <p><u>MRU forms includes:</u> Understanding of Inherent risk, oath of confidentiality, release and receipt of information, model release, consent form, student copies (yellow) registration forms, permission audit forms.</p> <p><u>Correspondence from Persons with Developmental Disabilities (PDD) includes:</u> Individual service agreement, PDD individual change request form, termination of services letters.</p> <p><u>Notes:</u> <u>Ministerially approved (credit programs)</u> <i>The records below are purged from the file and sent to the Registrar (under SA012) as part of the Student Record upon graduation/completion:</i> -change of contact information, emergency contacts, email correspondence (if email changes the student permanent record).</p> <p><u>Non-approved (Non-credit CE programs)</u> <i>The records below are purged from the file and sent to CE Registrar (under SA032) as part of the Student Record upon graduation/completion:</i> -change of contact information, emergency contacts, email correspondence (if email changes the student permanent record).</p>	Transitional Vocational Program	T + 7	-	7	<p>T = Last date of activity</p> <p>Payment Card Industry Data Security: <i>Where Card Holder Data (Credit Card No, Expiry Date, CCV Number) is physically retained refer to the Business Unit's Cash and Payment Handling procedure document.</i></p> <p>Students that are accepted, but do not attend are retained for 1 year. (see SA004).</p>	<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p> <p>Alberta Post-Secondary Learning Act (120,121)</p>

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STUDENT AFFAIRS - 19/19: records related to student affairs, from application to graduation.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
SA040	<p>Aviation – Student Records Records related to the academic and training certification activities of students in the Aviation program.</p> <p><u>Includes:</u> Aviation cross country authorization forms, flight test training forms, medical certificates, simulator progress reports, Transport Canada (exam results), aviation interview sheets, Transport Canada flight crew permits/licenses, academic transcripts, diploma training outline reports, progress studies status reports, statement of qualifying flight for the issue of night ratings, transport flight test reports, and multi-engine ratings.</p> <p><u>Notes:</u> <i>For records related to Aircraft Maintenance, Transport Canada Program Validation Inspection (PVI), Person Responsible for Maintenance (PRM), Annual Internal Maintenance Audit (see LR028).</i></p>	Bissett School of Business (Aviation)	T + 4	-	4	T = Last date of activity	<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p> <p>Alberta Post-Secondary Learning Act (120,121)</p> <p>Canadian Aeronautics Act (345)</p> <p>Canadian Aviation Regulations (346)</p>
SA041	<p>International Education Records related to the administration of students enrolled in exchange programs and international education programs.</p> <p><u>Includes:</u> Work abroad checklists, statement of purpose, transcripts, proof of travel insurance, travel itineraries, resumes, budget worksheets, applications, grant applications, cheque requisition forms, and email correspondence.</p>	International Education	T + 4	-	4	T = Last date of activity	<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p> <p>Alberta Post-Secondary Learning Act (120,121)</p>

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SUPPORT SERVICES - 1/13: records related to support services provided to the Mount Royal University community.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
SS000	Policy & Procedures Records related to the current policies and procedures for managing the support services of the University.	-	S	-	S	<i>For the retention of most current policies for reference purposes only (use 000's).</i> <i>For policy development (see GO019).</i>	Alberta Administrative Records Disposition Authority
SS001	Support Services – General Records that are of a general nature, and for which no suitable classification code exists under this section.	Various Business Units	C + 3	-	4		Alberta FOIP Act (68) Alberta Limitations Act (80,81)
SS002	Corporate Cards Records related to the administration and/or use of corporate cards, purchase cards (p-cards), and procurement recognized by the University. <u>Includes:</u> Aeroplane cards, corporate credit cards, list of card holders, application letters, memos, cancellation letters, card insurance summaries, procurement cards (p-cards), approvals.	Finance and Administration Supply Chain Services	C + 2 C + 2	4 4	7 7	Dept. administers corporate credit cards Dept. administers procurement cards	Alberta FOIP Act (68) Alberta Limitations Act (80,81) Canada Income Tax Act (207,208,218,219)
SS003	Library Records related to the administration and/or use of the library facilities. <u>Includes:</u> Newsletters, campaigns. <u>Notes:</u> <i>For operational records retained by the Library (See SS035, SS036, SS037).</i>	Executive Offices	C + 2	3	6	*Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81) Canada Copyright Act (168,178)

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SUPPORT SERVICES - 2/13: records related to support services provided to the Mount Royal University community.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
SS004	Bookstore Services Records related to the administration and/or use of the bookstore facilities.	Business & Retail Services (Purchasing)	T + 3	-	3	T = End of fiscal year	Alberta FOIP Act (68)
	<u>Purchasing Includes:</u> Records related to the purchase of learning material (books) and general merchandise. Records include, signed request documents, receiving logs, requisition documentation.	Business & Retail Services (Sales & Refunds)	T + 3	-	3	T = End of fiscal year	Alberta Limitations Act (80,81)
	<u>Notes:</u> Purchase orders and receiving logs submitted to Accounts Payable. <u>Sales & Refunds Includes:</u> Records such as receipts, journals, daily sales reconciliations (Access database). <u>Notes:</u> Daily sales reconciliations submitted to Financial Services & Risk Management. <u>Inventory</u> Records related to taking physical inventory of bookstore merchandise for tax purposes such as, Inventory Reports. <u>Notes:</u> Final inventory reports submitted to Financial Services & Risk Management.	Business & Retail Services (Inventory)	T + 3	-	3	T = End of fiscal year	
SS005	Shipping & Receiving Records related to the administration of the shipping and receiving function.	Supply Chain Services	C + 2	-	3	Records regarding proof of delivery/shipping	Alberta FOIP Act (68)
	<u>Includes:</u> Proof of delivery documents, commercial and international shipment paperwork, packing slips, receipt of delivery or shipping, records of dangerous goods received	(Distribution Services)	C + 9	-	10	Records pertaining to dangerous goods received (Canada Labor Code)	Alberta Limitations Act (80,81) Canada Labour Code (242,262)

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SUPPORT SERVICES - 3/13: records related to support services provided to the Mount Royal University community.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
SS006	Document Services Records related to the administration and/or use of the print services, such as desktop publishing, print and photocopy requests. Records related to the distribution of mail are also included. <u>Includes:</u> Records such as point of sale, delivery receipts Documentation related to the distribution of mail are also included in this classification.	Business & Retail Services (Document Services)	C + 2 6 months	2 -	5 6 months	Point of sale records Delivery receipts	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
SS007	Information Management – Administration Records related to the administration of the information management functions, and activities such as responding to FOIP request and the investigation of privacy breaches. <u>Includes:</u> FOIP request responses, breach investigation files, RIM/FOIP advice files	-	-	-	-	Note: Retention code amended to LR030.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
SS008	Information Management – Standards & Tools Records related to the development and maintenance of information management standards and tools. <u>Includes:</u> Regulations, Classification System, Retention Schedule, naming conventions, database assessments personal information banks [PIBs], privacy impact assessments [PIA]s, etc.	-	-	-	-	Note: Retention code amended to LR031.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
SS009	Destruction Certificates Completed destruction certificates maintained and signed by the Department Head. Certificates provide proof of records destruction.	-	-	-	-	Note: Retention code amended to LR032.	Alberta FOIP Act (68,69,70) Alberta Limitations Act (80,81)

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SUPPORT SERVICES - 4/13: records related to support services provided to the Mount Royal University community.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
SS010	Communication Systems Records related to the product evaluation, selection and acquisition of all communication systems. <u>Includes:</u> Telephones, voice mail, fiber optics, teleconferencing and wireless technology.	Information Technology Services	-	-	-	Note: Retention code amended to IT002.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
SS011	Information Systems – Administration Records related to the administration of the information systems function. <u>Includes:</u> Technology integration plan, Y2K initiative, resource allocation report, and user support.	Information Technology Services	-	-	-	Note: Retention code amended to IT003.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
SS012	Information Systems – Hardware Records related to the product evaluation, selection and acquisition of computer hardware. <u>Includes:</u> Processors, monitors and printers.	Information Technology Services	-	-	-	Note: Retention code amended to IT004.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
SS013	Information Systems – Software Records related to the product evaluation, selection, acquisition and maintenance of computer software, and database structures. <u>Includes:</u> Oracle, Lotus.	Information Technology Services	-	-	-	Note: Retention code amended to IT005.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
SS014	Information Systems – Applications Records related to the development and/or maintenance of business application systems. <u>Includes:</u> Business cases, data flows & models, flow charts, program codes & listings, project and/or system documentation, and functional specifications.	Information Technology Services	-	-	-	Note: Retention code amended to IT006.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)

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SUPPORT SERVICES - 5/13: records related to support services provided to the Mount Royal University community.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
SS015	Internet & Electronic Mail Records related to the administration and/or use of internet, intranet, University website and electronic mail.	Information Technology Services	-	-	-	Note: Retention code amended to IT007, IT008.	Alberta FOIP Act (643) Alberta Limitations Act (517,587)
SS016	Parking & Traffic - Vehicles Records related to the administration and/or issuance of University vehicles <u>Includes:</u> Driver's licenses, driver training documentation	Parking & Transportation Services	T + 2	3	6	T = End of use of Parking Services	Alberta FOIP Act (68) Alberta Limitations Act (80,81) Alberta Occupational Health and Safety Act (91,92) Canada Labour Code (228,233) Canada Motor Vehicle Transport Act (282)
SS017	Parking Permits Records related to the administration of the issuance of parking permits and parking enforcement <u>Includes:</u> Parking accounts (T2 Flex system), parking monitoring records, photographs.	Parking & Transportation Services	T + 2	3	6	T = End of use of Parking Services	Alberta FOIP Act (68) Alberta Limitations Act (80,81)

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SUPPORT SERVICES - 6/13: records related to support services provided to the Mount Royal University community.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
SS018	Health & Safety – General Records related to personnel, workplace and student safety within the University facilities. <u>Includes:</u> Occupational Health, safety awards, fire safety, first aid, safety training, Workers Compensation Board - WCB, WHMIS, alcohol & drug abuse, smoking and lifestyle.	Risk Management (Occupational Health & Safety)	C + 3	3	7		Alberta Employment Standards Code (46,48,53) Alberta FOIP Act (68) Alberta Limitations Act (80,81) Alberta Occupational Health and Safety Act (91,92) Alberta Workers Compensation Act (136,137,141) Canada Labour Code (239,244,245,251,252) (258,260,267,268,270) (272)
SS019	Health & Safety – Reporting Records related to studies and reports on Health and Safety matters. <u>Includes:</u> Annual and monthly safety reports, audits, lost time reports and statistical reports.	Risk Management (Occupational Health & Safety)	C + 3	6	10		Alberta Limitations Act (80,81) Alberta Occupational Health and Safety Act (91,92) Alberta Workers Compensation Act (135,136,140) Canada Environmental Emergency Regulations (315) Canada Labour Code (248,249,261)

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SUPPORT SERVICES - 7/13: records related to support services provided to the Mount Royal University community.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
SS020	Health & Safety – Incident Reporting Records related to occupational accidents, personal injury, near miss incidents and vehicle accidents. <u>Includes:</u> Investigations, statements, case files, and incident reports.	Risk Management (Occupational Health & Safety) Transitional Vocational Program (Students) Executive Offices	T + 10 T + 10 T + 10	- - -	10 10 10	Investigation Reports and Case Files T = Occurrence of incident. Investigation Reports and Case Files T = Occurrence of incident. Investigation Reports and Case Files T = Occurrence of incident.	Alberta FOIP Act (68) Alberta Limitations Act (80,81) Alberta Occupational Health and Safety Act (91,92) Alberta Workers Compensation Act (136,137,141) Canada Labour Code (233,256,261,262,263) (264,265)
SS021	Security Records related to the security of the facilities, personnel and students. <u>Includes:</u> Emergency response plan, contingency plans, bomb threat response plan, fire wardens, security cards and keys, surveillance video recordings, incident reports. <u>Notes:</u> <i>For litigation files (see LR005).</i> <i>For privacy impact assessments (see LR033).</i> <i>For personnel files (see HR014).</i> <i>For staff concerns (see HR014).</i> <i>*Key and card access requests are retained and remain valid while the employee/student are active.</i> <i>*Incident Reports facilitated through the litigation process are transferred to (LR005).</i>	Security Services	T + 1 T + 30 days T + 7	- - -	1 T + 30 days 7	T = End of use (Door Access request logs) T = Date of recording (Surveillance (CCTV)) recordings (Chat requests) T = Date of incident (Incident Reports) *An incident will result in an incident report that will retain supporting documents such as CCTV recordings. Otherwise CCTV footage is routinely deleted after 30 days.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)

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SUPPORT SERVICES - 8/13: records related to support services provided to the Mount Royal University community.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
SS022	Food Services Records related to the administration of the food and beverage service function by the Executive Offices at the University. <u>Includes:</u> General information on Dana Hospitality, food truck program, Wykham House catering. <u>Notes:</u> <i>For food contracts (see LR011).</i>	Business & Retail Services Executive Offices Legal Services	C + 2 C + 2 C + 2	3 3 3	6 6 6		Alberta FOIP Act (68) Alberta Limitations Act (80,81) Alberta Personal Information Protection Act (110)
SS023	On Campus Services Records related to the administration of On-Campus Services by the Executive Offices. <u>Notes:</u> <i>Accessibility Services (see SA029).</i> <i>Career Services (see SA022).</i> <i>Office of Campus Equity & Meaningful Inclusion (see SS026)</i> <i>Food Services (see SS022).</i> <i>Iniskim Centre (see SA027).</i> <i>Ombudsperson (see SS027).</i> <i>Recreation (see SS030).</i> <i>Residence Services (see SA030, SA037).</i> <i>Student Learning Services (see SA028).</i> <i>Student Personal Counseling (see SA020).</i>	Executive Offices	T + 3	7	10	T = Date of last service provided. *Some records may be selected for retention by the MRU Archives & Special Collections.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
SS024	Off Campus Services Records related to community services available for use by Faculty, Staff and Students outside the campus.	Office of Service	C + 2	-	3		Alberta FOIP Act (68) Alberta Limitations Act (80,81)

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SUPPORT SERVICES - 9/13: records related to support services provided to the Mount Royal University community.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
SS025	Special Needs Services Records related to the administration of the special needs services in the University. <u>Includes:</u> Wheel chair access. <u>Notes:</u> <i>For Accessibility Services (see SA029).</i>	Office of Service	-	-	-	Retention code amended to SA029.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
SS026	Diversity and Human Rights Services Records related to the establishment and maintenance of a discriminatory and harassment free environment for University personnel and students. <u>Includes:</u> Complaints and case files <u>Notes:</u> <i>Issues facilitated through the litigation process are transferred to (LR005).</i>	<i>Office of Campus Equity & Meaningful Inclusion</i>	T + 4	-	4	Case Files: T = Grievance resolved.	Alberta FOIP Act (68) Alberta Human Rights Act (75,76) Alberta Limitations Act (80,81)
SS027	Ombudsperson Records related to the confidential support of Faculty, Staff, and Students about issues related to fairness, problems, and conflict at the University. <u>Includes:</u> Case files, interview and assessment documentation, meeting notes	Executive Offices (Ombudsperson)	T + 4	-	4	Case Files: T = Grievance resolved.	Alberta FOIP Act (68) Alberta Human Rights Act (75,76) Alberta Limitations Act (80,81)

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SUPPORT SERVICES - 10/13: records related to support services provided to the Mount Royal University community.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
SS028	Campus Cards Records related to the administration of University campus cards for students and employees.	Information Technology Services	-	-	-	Note: Retention code amended to IT009.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
SS029	Child Care Services Records related to the administration of Child Care Services at the University for students and employees. <u>Includes:</u> Parent childcare contracts, wait list forms, emergency contact information <u>Notes:</u> <i>The Child Care Centre operates separate to the University; however, some records are retained.</i>	Child Care Centre	T + 5	-	5	T = End of Service	Alberta FOIP Act (68) Alberta Limitations Act (80,81)
SS030	Recreation Services Records related to the administration of Recreation Services at the University for students, faculty, staff, and public patrons. <u>Includes:</u> Payment activity logs, attendance records contained as part of the recreation system metadata. <u>Notes:</u> <i>For accounts receivable (daily reconciliation reports) (see F1003).</i> <i>For waiver forms and acknowledgement of risk (see LR036).</i>	Recreation Services	T + 7	-	7	T = End of Service <u>Payment Card Industry Data Security:</u> <i>Where Card Holder Data (Credit Card No, Expiry Date, CCV Number) is physically retained refer to the Business Unit's Cash and Payment Handling procedure document.</i>	Alberta FOIP Act (68) Alberta Limitations Act (80,81) Alberta Personal Income Tax Act (93) Canada Income Tax Act (207,208,218)

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SUPPORT SERVICES - 11/13: records related to support services provided to the Mount Royal University community.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
SS031	<p>Health Services Records related to the administration of various health services within Wellness Services provided by doctors, nurses, chiropractors, acupuncturists, massage and physical therapists.</p> <p><u>Includes:</u> Health information, appointment records, x-rays.</p> <p><u>Notes:</u> <i>Accessibility Services (see SA029).</i> <i>Career Services (see SA022).</i> <i>Office of Campus Equity & Meaningful Inclusion (see SS026).</i> <i>Food Services (see SS022).</i> <i>Iniskim Centre (see SA027).</i> <i>Ombudsperson (see SS027).</i> <i>Residence Services (see SA030, SA037).</i> <i>Student Learning Services (see SA028).</i> <i>Student Personal Counseling (see SA020).</i></p>	Wellness Services	T + 3	7	10	<p>T = Date of last service provided.</p> <p><i>Alberta Health Information Act only applies to <u>custodians</u> as defined in the Act.</i></p> <p><i>The HIA Act applies to records in the custody/control of the following custodians:</i></p> <ul style="list-style-type: none"> - Chiropractors - Doctors - Dentists/Dental Hygienists - Midwives - Nurses - Optometrists - Pharmacists - Podiatrists - Psychiatrist - Physicians/Surgeons 	<p>Alberta FOIP Act (68)</p> <p>Alberta Health Information Act (73)</p> <p>Alberta Health Information Regulation (316)</p> <p>Alberta Limitations Act (80,81)</p> <p>College of Physicians & Surgeons of Alberta http://www.cpsa.ab.ca</p>
SS032	<p>Issues and Concerns- General Records related to the receipt of and response to complaints, issues, and concerns that are general in nature, which can be remedied on an informal basis.</p> <p><u>Includes:</u> Correspondence regarding general complaints on such items as building temperature, programs, courses, instructors, registration, and admissions.</p> <p><u>Notes:</u> Formal Grievances are filed under the following:</p> <ul style="list-style-type: none"> -For ConfidenceLine (see SS033). -For Office of Campus Equity & Meaningful Inclusion (see SS026). -For FOIP Office (see LR30). -For Human Resources (see HR006, HR014). -For Legal Services Litigation (LR005). -For Office of Student Conduct (see SA013, SA014). 	Various Business Units	T + 4	-	4	T = Date of last record	<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p>

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SUPPORT SERVICES - 12/13: *records related to support services provided to the Mount Royal University community.*

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
SS033	<p>ConfidenceLine Records related to the anonymous reporting of issues and concerns.</p> <p><u>Includes:</u> Record of report</p>	Finance & Administration	T + 1	-	1	T = Date file closed	<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p> <p>MRU Safe Disclosure (Confidence Line) Policy</p>
SS034	<p>Appointment Bookings Records related to the receipt and administration of appointment bookings for services provided by departments within the University.</p> <p><u>Includes:</u> Record of appointment booking</p> <p><u>Notes:</u> <i>Practicum Clinic Appointments (see SA036).</i></p>	Various Business Units	T + 5	-	5	<p>T = Date of last record</p> <p>*5 Years for reporting purposes</p>	<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p>
SS035	<p>Library – Patron Service Records Records related to the administration and/or the management of Library and Archives patrons.</p> <p><u>Includes:</u> Patron emails, chat transcripts (non-identifying), record of media booking and other patron service correspondence.</p> <p><u>Notes:</u> <i>For Library Resource Acquisitions (see LR011).</i> <i>For Copyright (see LR038).</i></p>	<p>Library</p> <p>Archives & Special Collections</p>	<p>T + 2</p> <p>T + 2</p>	<p>-</p> <p>-</p>	<p>2</p> <p>2</p>	<p>T = Last date of service provided (or expiry of patron account)</p> <p>T = Last date of service provided (or expiry of patron account)</p>	<p>Alberta FOIP Act (68)</p> <p>Alberta Limitations Act (80,81)</p>

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Mount Royal University – Records and Information Management (RIM) Program Policy

Records Retention Schedule – June 19, 2018

(Contact Extension x7288)

SUPPORT SERVICES - 13/13: records related to support services provided to the Mount Royal University community.

Code	Record Series and Scope Notes	Office of Record	Active	Inactive	Total Retention	Comments	Acts and Regulations: MRU Citations
SS036	Library – Patron Fines and Fees Records related to the initial administration, correspondence and the collection of fines by the Library and Archives. <u>Includes:</u> Patron emails, correspondence, receipts, overdue notices and reports. <u>Notes:</u> For Accounts Payable and receipts (see FI002). For Library Resource Acquisitions (see LR011). For Copyright (see LR038).	Library Archives & Special Collections	T + 3 T + 3	4 4	7 7	T = Last date service provided (or date patron becomes inactive) T = Last date service provided (or date patron becomes inactive) Payment Card Industry Data Security: <i>Where Card Holder Data (Credit Card No, Expiry Date, CCV Number) is physically retained refer to the Business Unit's Cash and Payment Handling procedure document.</i>	Alberta FOIP Act (68) Alberta Limitations Act (80,81) Alberta Personal Income Tax Act (93) Canada Income Tax Act (207,208,218)
SS037	Library – Donations Records related to the administration and/or the management of the donation of books and other items given to the Library and Archives. <u>Includes:</u> Appraisal letters, item donation documentation, other donor correspondence. <u>Note:</u> Foundation retains gift-in-kind forms (see FI036). For Library Resource Acquisitions (see LR011). For Copyright (see LR038).	Library Archives & Special Collections	T + 5 T + 5	- -	5 5	T = Date item de-accessioned T = Date item de-accessioned Some donation records related to tax administration go to Financial Services & Risk Management (Accounts Receivable) or University Advancement.	Alberta FOIP Act (68) Alberta Limitations Act (80,81)

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MOUNT ROYAL UNIVERSITY RECORDS RETENTION SCHEDULE

Mount Royal University Records Retention Schedule

Policy Type:	Management		
Policy Sponsor:	President	Effective:	June 19, 2018
Office of Administrative Responsibility:	Governance & Legal Services	Last Reviewed:	June 19, 2018
Approver:	President's Executive Committee	Approved:	June 19, 2018

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Records Retention Schedule – June 19, 2018
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