

	TRENT UNIVERSITY	ROYAL MILITARY COLLEGE	McMASTER UNIVERSITY
Respondents:	Donald Giles, Assistant Registrar; Susan Salusbury, University Registrar	David Last, Registrar	Lou Ariano, University Registrar
1. What is your current and planned document retention timeframe for petitions/appeals? What is kept and for how long? For example, do you scan or keep in hard copy third party information and for how long (e.g. medical documentation)? Is this information stored centrally or locally? Is it available electronically only (e.g. scanned documentation, Student Information System), hard copy only, or both?	Currently keep information forever; process under review due to FIPPA; Centralized and decentralized record keeping (Colleges keep petition information in duplicate); all hard copy	Files kept indefinitely (back to 1878)	Information for petitions (conducted by Faculties) is retained for a period of seven years. Currently, University guidelines state that "Original copies of the student record will be maintained by the University for seven (7) years after the year in which the student last registers. After seven (7) years all original documentation will be destroyed and only the student transcript will be stored." With respect to information on appeals (conducted under the auspices of
2. For student records more generally, how long is the academic record is kept? Is it entirely electronic or an electronic/paper combination? What is kept and for how long?	combination of hard (back to 1964) and electronic; considering policy change to 7 year rule (destroy 7 years after student becomes inactive)	Strip student records down to transcripts upon graduation (currently working on a scanning project)	As above
3. What retention plans do you have in place or are planning for electronic information storage?	considering purging unnecessary and scanning the remaining	Indefinitely (unless a space issue)	University is purchasing a records retention system
4. Do you have a retention policy in place currently? Is it transparent to students/how?	Policy: Current records policy http://www.trentu.ca/admin/guidelines.html (not transparent to students)	No; Advised to not keep sensitive files on shared databases	<u>Published in calendar:</u> http://registrar.mcmaster.ca/CALENDAR/year2005/sec_123.htm

UNIVERSITY OF CALGARY	UNIVERSITY OF ALBERTA	UOIT	KWANTLEN UNIVERSITY COLLEGE	UNIVERSITY OF WATERLOO
David Johnston, Registrar	Ada Schmude, Associate Registrar and Director of Records	Richard Levin, VP Strategic Enrolment Management	Maureen Moore, Manager, Records and Graduation	Ken Lavigne, Registrar
petitions/appeals fall under general retention policy (3 years after graduation or 5 years after last attendance for stop-outs/drop-outs)	In the official file in the Registrar's Office, third party information is not generally kept. We would only keep medical documentation if it was received in support of an appeal. Departments and Faculties may keep on file documents which are not necessarily retained centrally. We do not have scanning at this time, so information is hard copy.	See attached retention schedule	Scan all documents (accessible across campuses); appeals/petitions stored permanently in scanned format including third party information (third party names are blacked out when releasing third party information to an outside party); have a tracking system to see what happens with documents; can view/print information	Document retention plans/policies under review
As above	Seven years after the date of last attendance. After this date, the file is edited and the record is in electronic form only.		Varies - See attached document schedule	
Electronic document system in place since 2004. All documents received since then are now stored electronically.	Considering document imaging Current policy: http://www.ipu.ualberta.ca/ (Students informed in calendar of 7 year rule to destroy documents after inactive attendance) http://www.uofaweb.ualberta.ca/gfcpolicymanual/content.cfm?ID_page=39250		Happy with current document tracking/ management system http://www.kwantlen.ca/policies / Two specific policies are C.4 and E.20	

UNIVERSITY OF PEI

Catherine Toombs,
Academic Records
Supervisor

YORK UNIVERSITY

Joanne Duklas, University
Registrar

Practices and policies for
University document retention
currently under review due to
FIPPA and University wide
records retention
policy/procedural review
occurring as we speak
(Managed by University
Secretariat/Counsel; student
records component being
supported by Registrar's Office)

Microfiches records
(keeps them forever)