

## AD5400 EMPLOYMENT EQUITY

Records documenting the establishment, administration, implementation and monitoring of the University's employment equity program to achieve a diverse workforce and equitable and fair employment systems.

Include committees and working groups under Queen's University's framework for Employment Equity. Also include employment equity training, employment equity data analysis and reporting.

Example documents: agendas, committee minutes, equity reporting forms, reports and correspondence.

*University Records exist in both physical and electronic formats, such as paper, email or data in a database. Paper records may or may not contain information that is duplicated in an electronic system. For technical reasons the retention assigned to the electronic records may be different from the retention of physical records.*

### OPR - Director, Equity Office

*(Unless otherwise assigned, see below)*

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
10	<b>Employment Equity Framework Files</b>	AY + 5	0	AR	NO
<i>Records consist of files of committees and working groups under Queen's University's framework for Employment Equity. Include agendas, minutes and reports.</i>					
31	<b>Employment Equity Training, Education and Publication</b>	ET + 2	0	AR	NO
<i>Records include employment equity training / promotion material and publications developed by Queen's Equity Office.</i>					
<i>Not used for employment equity workshop attendance. See AD5400-32.</i>					
<i>ET Definition: Information superseded or no longer needed.</i>					
32	<b>Employment Equity Workshop Attendance</b>	ET + 50	0	DP/D	YES
<i>ET Definition: Training completed.</i>					
<i>Disposition Plans: Data to be retained in electronic format according to the above retention. Paper attendance forms with people's signatures to be destroyed one year after training completed.</i>					

## GLOSSARY

FY = Fiscal Year (May 1 to April 30)

AY = Academic Year (September 1 to August 31)

CY = Calendar Year (January 1 to December 31)

ET = Event Trigger

OPR = Office of Primary Responsibility

DP = Special Disposition Plan

AR = Transfer to Archives

D = Destroy / Delete

PIB = Personal Information Bank

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
33	<b>Employment Equity Award</b>	ET + 5	0	DP/AR	YES
<p><i>Records documenting the nomination and selection of recipients for Employment Equity Award.</i></p> <p><i>ET Definition: Award recipient selected.</i></p> <p><i>Disposition Plans: At the end of the retention, official lists of recipients with citations to be transferred to Archives. Records of nominations and all other material to be destroyed.</i></p>					
34	<b>Equity Reporting</b>	ET + 5	0	DP	YES
<p><i>Records consist of reports generated during QUFA Bargaining Unit Appointments and Department Heads Hiring Process or Renewal, Tenure, Promotion &amp; Continuing Appointment process, exit survey process and iCount Equity Census process. Include Employment Equity Report for JCAA, Employment Equity Report for Federal Contractors Program (FCP), Exit Survey Report and so on.</i></p> <p><i>ET Definition: Reports completed.</i></p> <p><i>Disposition Plans: Most of the data collection is done electronically. Paper forms are used occasionally. Paper forms should be destroyed one year after data were input into Equity Office's data warehouse. Reports are to be kept according to the above retention.</i></p>					

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AD5400 was approved on 08/04/2015.