

AD6620 ADMINISTRATION OF PROFESSIONAL WORKWEAR

Records documenting the administration of professional workwear at Queen's University.

Includes selection and purchase professional workwear for staff.

Used for professional workwear, including safety footwear.

Example documents include but are not limited to meeting minutes, order forms, fitting forms and release forms.

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. If there are differences, see instructions in this schedule for details.

OPR - Physical Plant Services

(Unless otherwise assigned, see below)

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
31	Professional Work Wear Evaluation Committee	AY + 2	3	AR	NO
<i>Records consist of meeting minutes of the Professional Work Wear Evaluation Committee.</i>					
32	Professional Work Wear Files	ET + 1	0	D	YES
<i>Records consist of order forms, fitting forms and release forms of professional work wear, including safety footwear.</i>					
<i>ET Definition: Work wear released.</i>					

This schedule is for official records. Convenience or duplicate copies should not be kept longer than the official copy.

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

AD6620 was approved on 31/10/2013.