

AD6700 SUSTAINABILITY

Records documenting activities to comply with government regulations and to create a greater degree of awareness about environmental issues within the University community.

Includes green house gas reporting and waste audits.

Example documents include but are not limited to reports, 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. 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	Waste Audit	ET + 2	3	DP/AR	NO
<i>Records consist of waste audit reports, waste reduction work plans, certificate of destruction.</i>					
<i>ET Definition: Audit report completed.</i>					
<i>Disposition Plan: Audit reports to be transferred to the archives at the end of the retention. Other records to be destroyed.</i>					
32	Green House Gas Inventory	ET + 2	3	AR	NO
<i>Records consist of inventory reports and third-party verification files.</i>					
<i>ET Definition: Inventory report completed.</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

AD6700 was approved on 31/10/2013.