

## AD6800 PARKING SERVICES

Records documenting administrative functions relating to the maintenance and planning of campus parking and the enforcement of the parking regulations.

Includes issuing parking permits, administering pre-authorized payment plan and accepting appeals from parking violations.

Example documents include but are not limited to parking tickets, parking services customer database, 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	<b>Parking Services Customer Database</b>  OPR - Parking Manager  <i>Records consist of customer data and parking permit / parking ticket history files. Personal information collected includes name, Queen's ID, department, home address, email, phone numbers, licence plates information.</i>  <i>ET Definition: Parking permits cancelled or no contact with Parking Services for one year.</i>  <i>Disposition Plan: Both paper records and electronic data are to be destroyed according to the assigned retention.</i>	ET + 1	0	DP/D	PIB
32	<b>Parking Services Pre-Authorized Payment Plan Agreements</b>  OPR - Parking Manager  <i>Records consist of payment plan agreements and void cheques. Personal information collected includes Name, Queen's ID, home address, phone numbers and banking information.</i>  <i>ET Definition: Payment plan cancelled.</i>  <i>Disposition Plan: Payment plan agreement and void cheque returned to the customer.</i>	ET + 0	0	DP	PIB

## 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>Parking Violation Appeal Files</b> OPR - Parking Manager <i>Records consist of parking tickets and appeal requests.</i> <i>Disposition Plan: Appeal requests to be destroyed after appeal decisions are made. Parking tickets are to be kept according to the assigned retention.</i>	FY + 2	0	DP/D	YES

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

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 ET = Event Trigger      PIB = Personal Information Bank  
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