

AD8800 WEB CONTENT MANAGEMENT

Records documenting the creation and maintenance of the content of the University's official web.

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 - Various

(Unless otherwise assigned, see below)

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
31	Web Content Standards OPR - Enterprise Solutions and Marketing <i>Records consist of web standards and accessibility development guide, visual identity policy and standards.</i> <i>ET Definition: Information superseded or no longer needed.</i> Retention based on anticipated operational use.	ET + 1	0	AR	NO
32	Departmental Web Content OPR - Departments or Units <i>Records consist of the content of Queen's official web pages.</i> <i>ET Definition: Web site discontinued.</i> <i>Disposition Plan: When a web site is discontinued, consult the archivist for final disposition of web content.</i> Retention based on anticipated operational use.	ET + 0	0	DP/AR	NO

This schedule applies to official records. Convenience or duplicate copies of official records should not be kept longer than necessary, and in no event longer than the official copy.

GLOSSARY

FY = Fiscal Year (May 1 to April 30) DP = Special Disposition Plan
AY = Academic Year (September 1 to August 31) AR = Transfer to Archives
CY = Calendar Year (January 1 to December 31) D = Destroy / Delete
ET = Event Trigger PIB = Personal Information Bank
OPR = Office of Primary Responsibility

AD8800 was approved on 04/04/2017.