

EX1250 FACILITATION OF UNIVERSITY POLICY DEVELOPMENT

Records documenting the activities of facilitating development and regular review of university-wide policies.

Include liaison with policy developers and the Policy Advisory Subcommittee. Also include maintenance of the university policy library.

Example documents: correspondence, final version of policies.

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 - Secretary of the University

(Unless otherwise assigned, see below)

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
30	Policy Library Files <i>Records consist of final version of policies. ET Definition: Policies superseded or become obsolete.</i>	ET + 5	0	AR	NO
31	Policy Development Liaison Files <i>Records consist of correspondence with policy developers, correspondence with Policy Advisory Subcommittee, policy review schedules. ET Definition: Activities completed or information no longer needed.</i>	ET + 2	0	D	NO

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