

## EX3700 EDUCATIONAL EQUITY

Records documenting the establishment, administration, implementation and monitoring of the University's educational equity program.

Include student applicant equity reporting and diversity, equity and assessment planning.

Example documents: Student Applicant Equity Census Reports, Diversity, Equity and Assessment Planning (DEAP) reports and 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.*

### OPR - Director, Equity Office

*(Unless otherwise assigned, see below)*

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
31	<b>Educational Equity Reports</b>	ET + 5	0	AR	NO

*Include Student Applicant Equity Census Report, Diversity, Equity and Assessment Planning (DEAP) Report and Cyclical Program Review - Equity Report.*

*ET Definition: Reports completed.*

## 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

EX3700 was approved on 08/04/2015.