

## EX4100 LEGAL SERVICES

Records documenting legal support provided to senior administrators, faculties, departments and administrative units on all issues with legal implications affecting the University.

Example documents include but are not limited to notes to file, memos, legal opinions 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. If there are differences, see instructions in this schedule for details.*

### OPR - Office of Legal Counsel

*(Unless otherwise assigned, see below)*

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
31	<b>Legal Advice Files</b>	ET + 7	0	D	YES
<i>Records consist of files of issues that require legal advice, but where there is no formal claim or litigation.</i>					
<i>ET Definition: File closed by University Counsel.</i>					
Retention based on anticipated operational use.					
32	<b>Legal Claim and Litigation Files</b>	ET + 5	5	D	YES
<i>Records consist of files relating to legal claims and litigation brought by or against the University, or any of its departments or units.</i>					
<i>ET Definition: Case resolved.</i>					
Retention based on anticipated operational use.					

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

EX4100 was approved on 04/04/2017.