

OP2290 LIBRARY SERVICES FOR STUDENTS WITH DISABILITIES

Records documenting services provided by the Adaptive Technology Centre to students with disabilities.

Includes assistive technology support services, library and research assistance, alternative formats services, retrieval of material, and other accommodations.

Example documents: client intake forms, interview note, correspondence etc.

Correspondence includes paper, email and other electronic communication.

OPR - Head of Library Services for Students with Disabilities

(Unless otherwise assigned, see below)

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
30	Assistive / Adaptive Technology Support Services Files <i>Records documenting the assistive / adaptive technology support services provided at Adaptive Technology Centre. Include client intake forms, notes etc.</i> <i>ET Definition: Students cease to use the services or no activity for 5 years.</i>	ET + 1	0	D	PIB
31	Library and Research Assistance Files <i>Records consist of appointment requests, training session attendance sheets, notes etc.</i> <i>ET Definition: Students cease to use the services or no activity for 5 years.</i>	ET + 1	0	D	PIB
32	Requests for Library Services for Students with Disabilities <i>Records consist of requests of book and article retrieval, extension of loan periods, photocopying, and so on.</i>	AY + 1	0	D	YES
33	Training for Students with Disabilities <i>Records consist of training information relating to services offered at Adaptive Technology Centre. Include workshops, online tutorials, handouts and so on.</i>	AY + 2	0	AR	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

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
34	Equipment Loan	AY + 1	0	D	PIB
<i>Records consist of equipment loan forms, locker application forms, access pass key loan forms etc.</i>					
35	Alternate Formats and Transcription Services	ET + 1	0	D	PIB
<i>Records include student intake interview forms, material in alternate format order records sheets, agreements with publishers etc.</i>					
<i>ET Definition: Students cease to use the services or no activity for 5 years.</i>					

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