

## OP2900 ACCESSIBILITY PLANNING AND REVIEW

Records documenting the functions and activities of the University to achieve a fully accessible university community.

Include committees and working groups under Queen's University's Strategic Framework for Accessibility. Also include annual accessibility plans, accessibility award, accessible training and so on.

Not used for Library Services for Students with Disabilities. See OP2290.

Not used for Student Health Counseling and Disability Services. See OP6900.

Example documents: agendas, minutes, accessibility plans, 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
10	<b>Accessibility Framework Files</b>	AY + 5	0	DP/AR	YES
<i>Records consist of files of committees and working groups under Queen's University's Strategic Framework for Accessibility. Include agendas, minutes, and reports.</i>					
<i>Disposition Plans: Official accessibility framework files to be transferred to the Archives at the end of the retention. All other copies (including the ones distributed to committee / working group members) are considered duplicate and should be destroyed when no longer needed. Duplicate records should not be retained longer than official records.</i>					
31	<b>Accessibility Plans and Reports</b>	AY + 5	0	AR	NO
<i>Records consist of accessibility plans and reports created by Queen's Equity Office.</i>					

## 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
32	<b>Accessibility Training, Education and Publication</b>	ET + 2	0	AR	NO
	<i>Records include accessibility training / promotion material and publications developed by Queen's Equity Office.</i>				
	<i>ET Definition: Information superseded or no longer needed.</i>				
33	<b>Accessibility Award</b>	AY + 5	0	DP/AR	YES
	<i>Records documenting the nomination and selection of recipients for Accessibility Award.</i>				
	<i>Disposition Plans: At the end of the retention, official lists of recipients with citations to be transferred to Archives. Records of nominations and all other material to be destroyed.</i>				

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