

## OP3100 HUMAN RIGHTS

Records documenting the functions and activities of providing advice, support and resources in the area of human rights.

Include administration of harassment/discrimination complaints. Also include human rights committees, educational programs on human rights related issues.

Example documents: correspondence, human rights advisory services data management system.

*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 - University Advisor on Equity and Human Rights

*(Unless otherwise assigned, see below)*

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
10	<b>Human Rights Framework Files</b>	CY + 5	0	DP/AR	YES
<i>Records documenting the functions and activities of various human rights committees and sub-committees, including Human Rights Advisory Council, Human Rights Initiative Awards.</i>					
<i>Disposition Plans: Official framework files to be transferred to the Archives at the end of the retention. All other copies (including the ones distributed to committee members) are considered duplicate and should be destroyed when no longer needed. Duplicate records should not be retained longer than official records.</i>					
30	<b>Human Rights Educational Programs Files</b>	CY + 5	0	AR	NO
<i>Include human rights educational programs files created by Human Rights Office. Also include online training modules and E-bulletin. Example documents: education packages, brochures, posters, DVDs, CDs</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
31	<b>Human Rights Advisory Services Files</b>	ET + 5	0	DP/AR	PIB
	<p><i>Records documenting the advisory service provided by the Human Rights Office. Example documents: First Contact Information Form, notes, settlement letter, data management system.</i></p> <p><i>ET Definition: File closed or formal hearing is initiated.</i></p> <p><i>Disposition Plans: At the end of the retention, any file related to a formal complaint dealt with by the Harassment/Discrimination Complaint Board (See OP3100-33) will be transferred to the archives. All other files will be destroyed.</i></p>				
32	<b>Human Rights Respondents Advisor's Files</b>	ET + 5	0	DP/AR	PIB
	<p>OPR - University Ombudsman</p> <p><i>ET Definition: Complaint resolved or formal hearing is initiated.</i></p> <p><i>Disposition Plans: All records created as result of advising respondents are transferred to the Office of the Ombudsman as soon as complaint resolved or formal hearing is initiated. At the end of the retention, any file related to a formal complaint dealt with by the Harassment/Discrimination Complaint Board (See OP3100-33) will be transferred to the archives. All other files will be destroyed.</i></p>				
33	<b>Harassment/Discrimination Complaint Board Files</b>	ET + 5	0	AR	PIB
	<p>OPR - University Ombudsman</p> <p><i>ET Definition: Decision made by the board without appeal or appeal resolved.</i></p>				

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OP3100 was approved on 27/04/2015.