

## OP4911 COORDINATION OF RECRUITMENT - GRADUATE PROGRAMS

Records documenting the coordination of recruitment of prospective students to graduate programs at Queen's University.

Includes preparation of promotional and advertising materials for graduate programs.

Also includes response to enquiries about graduate programs.

Not used for Student Admissions - Graduate Programs, see OP4912.

Example documents: promotional pamphlets, posters, correspondence.

*Correspondence includes paper, email and other electronic communication.*

### OPR - Vice-Provost and Dean of Graduate Studies

*(Unless otherwise assigned, see below)*

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
31	<b>Graduate Program Promotional Files</b>	ET + 3	0	AR	NO
<i>Records consist of promotional materials that used for graduate fairs, advertising and other promotional activities for Queen's graduate programs. Include both general materials and program-specific materials.</i>					
<i>ET Definition: Information becomes superseded or obsolete.</i>					
32	<b>Enquiries</b>	ET + 1	0	D	YES
<i>Records consist of general enquiries made to the Recruitment Coordinator at the School of Graduate Studies.</i>					
<i>ET Definition: Enquiries responded.</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