

OP4914 ADMINISTRATION OF GRADUATE STUDENT AWARDS

Records documenting the awarding of awards to graduate students at Queen's University.

Includes nomination and selection of candidates for both internal and external awards.

Includes fellowships, prizes and other graduate awards.

Not used for establishment of graduate student awards, see OP4913.

Example documents: nomination material, minutes, 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
10	Graduate Student Awards Committee - Chair	ET + 1	0	DP/AR	YES
<i>Records consist of application package, nomination package, meeting minutes, ranking lists and memos. Includes Queen's Graduate Awards, SGS Fellowship and awards that funded by external agencies but administered at Queen's School of Graduate Studies, such as Ontario Graduate Scholarship, Ontario Trillium Scholarships and Queen Elizabeth II Aiming for the Top Scholarship.</i>					
<i>ET Definition: Competition files closed (detail see endnotes).</i>					
<i>Disposition Plans: Award letters to be reclassified as OP4910 Students Records - School of Graduate Studies. Lists of successful candidates, or reports of awards are sent to archives by SGS. The rest of the records to be destroyed one year after the files are closed.</i>					
11	Graduate Student Awards Committee - Members' Participation Files	ET + 0	0	DP/D	YES
<i>Duplicate material consists of copies of agendas, minutes and other documentation kept for convenience and only needed for participation in the deliberations of the Committee. However, members participation may result in some record consisting of original material (including all documented notes in any media or format) created as a result of their own individual activity as part of the work of the Committee.</i>					
<i>ET Definition: Award process complete and decisions are made.</i>					
<i>Disposition Plans: Members of the committee to transfer all record to SGS and destroy all duplicate material at (or before) the end of their term.</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

OP4914 was approved on 07/11/2012.

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
30	Administration of Application for External Awards	ET + 1	0	DP	PIB

ET Definition: Competition files closed (detail see endnotes).

Disposition Plans: Successful candidates files are to be transferred to external award agencies. A list of successful candidates to be transferred to the Archives. Unsuccessful candidates files to be destroyed at the end of the retention.

31	Departmental Internal Awards	ET + 1		DP/AR	PIB
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OPR - Department Head and Vice-Provost and Dean of Graduate Studies

Records consist of application package, memo.

ET Definition: Competition files closed (detail see endnotes).

Disposition Plans: Lists successful candidates, or reports of awards are sent to archives by SGS, records of the selection to be destroyed at the end of the retention.

Competition files are considered CLOSED when:

- (1) a student accepts the offer of an award and registers at Queen's
- (2) a student accepts the offer of a deferred award and registers at Queen's
- (3) a student is denied the offer of an award
- (4) a student declines the offer of an award
- (5) a deferral of an award offer has expired

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