

OP4915 ANNUAL EVALUATION OF GRADUATE STUDENTS

Records documenting the annual reporting by graduate students during the course of study in a graduate program at Queen's University.

Includes supervision of a graduate student's academic progress by means of annual reporting process.

Example documents: annual progress reports, 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	Annual Progress Reports	ET + 3	5	DP/D	PIB

Records consist of annual progress reports submitted by students and feedback from supervisors or supervisory committees.

ET Definition: Students complete a program or withdraw.

Disposition Plans: Remove personal information (paper records) or links to personal information (electronic records) one year after students complete a program or withdraw. The rest of the records are to be kept for a minimum of three years, but up to eight years. Then the records are to be destroyed. A graduate program can decide how long to keep the records according to its periodic appraisal cycle as long as it is within the range of three to eight years.

The research work accomplished by students and their supervisors is not university record. Only the records of administrative activity are classified as university records.

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