

OP7700 LEGAL AID SERVICES

Records documenting legal aid services provided to full-time Queen's University or St. Lawrence College students and economically disadvantaged residents of the Kingston and Napanee areas.

Includes legal advice and representation for qualified students and residents in geographical service area.

Example documents: Tickler Form, QLA client file editing record, File and Database Update Form, memo and correspondence.

Correspondence includes paper, email and other electronic communication.

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 - Senior Review Counsel, Queen's Legal Aid

(Unless otherwise assigned, see below)

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
30	Legal Aid Client Files	ET + 1	9	D	PIB

Records consist of intake notes, case information sheet, copy of the retainer, copy of the opening letter, memos, opinion letter, correspondence, medical information, photos, disclosure, claims, closing letter and other documents related to the case, including electronic data.

ET Definition: File closed.

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