

## AD4280 STAFF CONTACT INFORMATION

Records documenting the maintenance of contact information of departmental staff for operational and emergency purposes.

Includes maintaining personal contact information for departmental administrative, operational and emergency purposes.

Also includes documentation used for keeping track of whereabouts of staff on a daily basis.

Example documents: Calendar/checkout, emergency contact list, internal phone lists. May include home phone numbers, cell-phone numbers, e-mail addresses, correspondence..

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

### OPR - Unit or Department Head

*(Unless otherwise assigned, see below)*

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
31	<b>Contact Lists</b> OPR - Department or Unit Head <i>Records consist of business contact information of staff at Queen's University.</i> <i>ET Definition: List superseded.</i>	ET + 0	0	D	PIB

## 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