

EX2500 ENROLMENT PLANNING

Records documenting the enrolment planning and reporting conducted by the University Registrar.

Includes the planning of future enrolment targets, and the preparation of enrolment reports, as well as research and statistical gathering and analysis.

Also includes liaison with the Vice-Principal (Academic) and Deans.

Used for annual reporting and submission of the Enrolment Plan to the Senate Committee on Academic Development, and reporting to other university bodies as required.

Not used for records of the Senate Committee on Academic Development

Example documents: Planning notes, draft reports, memoranda, statistical records, correspondence etc.

Correspondence includes paper, email and other electronic communication.

OPR - University Registrar

(Unless otherwise assigned, see below)

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
30	Research and Planning Records	ET + 1	10	DP/AR	NO

Records include planning notes, draft reports, correspondence, memoranda, statistical records, etc.

ET Definition: Annual Enrolment Plan completed

Disposition Plans: Planning notes, drafts, and other supplementary materials to be destroyed, and the Annual Enrolment Plan to be transferred to Archives.

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

EX2500 was approved on 08/01/2007.