

OP2200 LIBRARY PLANNING AND ADMINISTRATION

Records documenting the planning and administration of library services and programs provided by the University libraries.

Includes activities of the library management team, library units, various functional team and so on.

Also used for library services functions for which there is no specific primary.

For records documenting common administrative functions, such as financial management and human resources management, see records retention schedules for administrative records group.

Example documents: Meeting minutes, strategic plans, initiatives, reports and correspondence.

Correspondence includes paper, email and other electronic communication.

OPR - University Librarian

(Unless otherwise assigned, see below)

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
10	Senate Library Committee - Chair	AY + 5	0	DP/AR	NO
	OPR - Chair of Committee and University Secretariat				
	<i>Records documenting the recommendations for policies on the operation and development of the University Libraries. Includes liaison with the University Librarian on policy, and making regulations on matters of academic significance regarding the operation of the library system as a whole.</i>				
	<i>Disposition Plans: At the end of the academic year, the approved minutes, final agendas, and all other records are to be transferred by the Chair (as joint Officer of Primary Responsibility for the committee records) to the University Secretariat. The records are then held by the Secretariat for the rest of the active and semi-active periods; at the end of the retention period (five years) records are transferred by Secretariat staff to Archives.</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

OP2200 was approved on 21/09/2010.

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
11	Senate Library Committee - Members' Participation Files OPR - Chair of Committee and University Secretariat <i>Records consist of mostly of duplicate agendas, minutes and other documentation of the deliberations of the Committee; however files may also contain record material.</i> <i>ET Definition: Members complete their term.</i> <i>Disposition Plans: Members of the committee to transfer all record to the University Secretariat and destroy all duplicate material at (or before) the end of their term.</i> <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>	ET + 0	0	DP/D	NO
31	Library Planning Files <i>Records documenting the decision-making or recommendation activities of the library management team, various functional teams, working groups, and the Library Advisory Committee. Includes strategic plans, minutes, memos, reports, organizational reviews, team reviews etc. Also used for library unit meeting files.</i> <i>ET Definition: Activities completed or decisions made.</i>	ET + 3	2	AR	NO
32	Library Operations Files OPR - University Librarian or Library Unit Head <i>Records documenting the day-to-day operational functions of the library. Examples may include operational procedures, gate counts, statistics, surveys, compliments and complaints about library operations.</i> <i>ET Definition: Activities completed or information no longer needed.</i>	ET + 3	0	D	NO

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NO.	TYPE OF RECORD	Active yr(s)	Semi- Active	Dis- position	Personal Info
33	Library Special Events Files OPR - University Librarian or Library Unit Head <i>Records documenting special projects or campaigns / events at Queen's libraries or in the research library community, such as library opening ceremonies, friends of library, speaker series etc.</i> <i>ET Definition: Project completed.</i>	ET + 2	0	AR	NO

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