

## **OP4100 STUDENT RECORD - OFFICE OF THE UNIVERSITY REGISTRAR**

Records documenting the administration of the student academic record at the Office of the University Registrar (OUR), and maintenance of the academic history of each student at the University.

Includes the creation and maintenance of the complete academic record of all current and former students of the University, recording of the final marks received, the maintenance of the record of academic status and credits, and the recording of transfer credits.

Also includes the collection of personal, biographical and contact information of current and former students necessary for administration of the student records, and the administration of any changes to student data, including change of name procedures.

Also includes the administration and issuing of student transcripts and degree certificates including responses to requests for official transcripts and degree certificates.

Used for the data accessed via the online student service (Student Online University System - SOLUS).

Used for the the PeopleSoft Student System.

**PLEASE NOTE:** Several university units have access to some of the student information collected, used and maintained by the OUR, for the purposes of carrying out administrative and operational duties. Please refer to the OUR website for specific purposes of the collection of student information. This schedule reflects the information maintained by the OUR for their own functions only. Each unit that accesses and uses this student information may create either their own records based on the information provided by the OUR, or use the data beyond the period of use for the OUR. Each unit that accesses and uses this student information will follow retention schedules for their own functions and activities as follows:

Academic units (Faculties, Schools, Departments) access and use student information to create their own departmental student records for operational and administrative purposes (See OP42XX).

Health Counselling and Disability Services (HCDS): Personal information including name, birth date, address, email, telephone number, student number, degree program and concentration may be accessed and used by HCDS for operational and administrative purposes (See OP6900).

Office of Advancement: Personal information including name, birth date, address, email, telephone number, student number, degree program and concentration, name of high school may be accessed and used by the Office of Advancement for operational and administrative purposes (See OP1500).

Campus Security: Personal information including name, address, email, telephone number, and student number may be accessed and used by Campus Security for operational and administrative purposes (See OP2100).

## **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)

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Student Societies: Personal information including name, student number, and email address may be accessed and used by the Alma Mater Society (AMS) and the Society of Graduate and Professional Students (SGPS) for operational and administrative purposes (See SS1XXX and SS2XXX).

Residences: Personal information of students in residence, including student name, student number, and emergency contact information, may be accessed and used by Residence for operational and administrative purposes (See OP6700).

Other university units: Personal information of students may be accessed and used by other university units for operational and administrative purposes, as authorized by the University Registrar.

Example documents: correspondence.

*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
31	<b>Basic Biographical Information</b>	ET + 0	0	DP/AR	PIB
	<i>Record consists biographical information collected for maintenance of the academic record including name, sex, date of birth, Queen's University student number, national student number, address on admission, citizenship, visa status, NetID and PIN number.</i>				
	<i>ET Definition: Data entered into the system.</i>				
	<i>Disposition Plans: Paper forms to be retained for AY+1 years, and then destroyed. Electronic records to be transferred to the archives on a regular basis decided by the registrar office and the archives.</i>				
32	<b>Other Biographical Information</b>	ET + 1	2	DP/D	PIB
	<i>Records consist of emergency contact information, social insurance number (student), date of entry.</i>				
	<i>ET Definition: Student graduates, or three academic years have passed with no activity since last registration date.</i>				
	<i>Disposition Plans: Records to be retained in electronic format according to the above retention. After the data entered into the system, paper forms to be retained for AY+1 years, and then destroyed.</i>				

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NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
<b>33</b>	<b>Contact Information</b>	ET + 0	0	DP/D	PIB
	<i>Records consist of mailing address, telephone number.</i>				
	<i>ET Definition: Student graduates, or three academic years have passed with no activity since last registration date.</i>				
	<i>Disposition Plans: Records to be retained in electronic format according to the above retention. After the data entered into the system, paper forms to be retained for AY+1 years, and then destroyed.</i>				
<b>34</b>	<b>Email Contact Information</b>	ET + 1	0	DP/D	PIB
	<i>Records consist of Queen's University email addresses issued by IT Services.</i>				
	<i>ET Definition: Student no longer registered.</i>				
	<i>Disposition Plans: IT Services terminates a student's email account within the year of him/her not being registered as a student. The email account information is removed by IT services from the PeopleSoft Student System once a year if the student is not registered at the time.</i>				
	<i>The OUR does not collect non-Queen's email addresses from students.</i>				
<b>35</b>	<b>Academic Record</b>	ET + 0	0	DP/AR	PIB
	<i>Records consist of, but not limited to, all courses and course weights, sessions, terms, academic years, degree programs, transfer credits (both internal and external), concentrations, distinctions, degrees awarded.</i>				
	<i>Final marks see OP4100-38.</i>				
	<i>ET Definition: Data entered into the system.</i>				
	<i>Disposition Plans: Related paper records to be retained for AY+1 years, and then destroyed. Electronic records to be transferred to the archives on a regular basis decided by the registrar office and the archives.</i>				
<b>36</b>	<b>Academic Sanctions and Rulings</b>	ET + 20	0	DP/D	PIB
	<i>Records consist of academic sanctions and/or rulings submitted to or originated in the OUR.</i>				
	<i>ET Definition: Results of academic sanction and/or ruling received by or generated from the OUR.</i>				
	<i>Disposition Plans: Records to be retained in electronic format according to the schedule. Related paper records to be retained for ET+4 years, and then destroyed.</i>				

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<b>37</b>	<b>Non-academic Sanctions and Rulings</b>	ET + 0	0	DP/D	PIB
	<p><i>Records consist of non-academic sanctions and/or rulings submitted to or originated in the OUR.</i></p> <p><i>ET Definition: Assigned probationary period served according to sanction and/or ruling.</i></p> <p><i>Disposition Plans: Records to be retained in electronic format according to the above retention. Paper records to be retained for ET+1 year, and then destroyed.</i></p>				
<b>38</b>	<b>Student Marks</b>	ET + 0	0	DP/AR	PIB
	<p><i>Records consist of mark sheets and documentation of mark changes. Also include final marks in the system.</i></p> <p><i>ET Definition: Data entered into the systems.</i></p> <p><i>Disposition Plans: Paper records (mark sheets etc.) to be retained for AY+3 years, and then destroyed. Electronic records to be transferred to the archives on a regular basis decided by the registrar office and the archives.</i></p> <p><i>Academic units forward the mark sheets and documentation of mark changes to the OUR for inclusion in the student record. Academic units also maintain records of mark sheets and mark changes. Please refer to OP42XX.</i></p>				
<b>39</b>	<b>Transcript Requests</b>	AY + 1	0	D	PIB
	<p><i>Records consist of transcript request forms, and electronic transcript requests.</i></p>				
<b>40</b>	<b>Change of Name</b>	ET + 0	0	DP/AR	PIB
	<p><i>Records include change of name forms, and copies of accepted documentation.</i></p> <p><i>ET Definition: Change of name form received, approved, and entered into the system.</i></p> <p><i>Disposition Plans: Paper forms and other related paper records to be retained for AY+1 years, and then destroyed. Electronic records to be transferred to the archives on a regular basis decided by the registrar office and the archives.</i></p>				

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NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
41	<b>Academic Changes</b>	ET + 0	0	DP/AR	PIB

*Records consist of changes to course registration (adding and dropping courses), changes of degree program, and program withdrawal for medical and other purposes.*

*ET Definition: Data entered into the system.*

*Disposition Plans: Paper forms to be retained for AY+1 years, and then destroyed. Electronic records to be transferred to the archives on a regular basis decided by the registrar office and the archives.*

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