OP9900   ACADEMIC CALENDAR COORDINATION

Records documenting the coordination and production of Faculty/School calendars by the Office of the University Registrar at the University.

Includes the provision of software and technical support services offered to the Faculties and Schools by the Office of the University Registrar for the creation of course calendars.

Also includes the facilitation of the publication of Faculty/School calendars online and in paper format.

Not used for course timetabling.
Not used for course calendar development by Faculties and Schools.

Example documents: Memoranda, online publication documentation, technical support documentation, correspondence etc.

Correspondence includes paper, email and other electronic communication.

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(Unless otherwise assigned, see below)

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
30	**Calendar Files**	AY + 2	5	DP/AR	NO

Disposition Plans: A hard copy of the calendar (if produced) to be transferred to the Archives, and one copy to remain permanently at the Office of the University Registrar.

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
40	**Online Calendar Database**	AY + 9	0	DP/AR	NO

Disposition Plans: Calendars remain online for 9 years, and then archived on the file server for eventual transfer to the Archives. Online calendars should be captured in their entirety on a reliable media for transfer to the Archives.

These records consist of both paper files and database records. The paper files may or may not contain material/ information that is duplicated in the electronic system. For technical reasons the retention assigned to the electronic record may be different from the retention of hard copies.

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

OP9900 was approved on 13/12/2006.