

## OP7600 INTERNATIONAL CENTRE SERVICES

Records documenting the provision of programs and services relating to international study students, faculty and staff at Queen's University.

Includes provision of support and counselling services to international students at Queen's, provision of support and counselling for students and faculty visiting abroad, provision of information, events and training relating to internationalization. Also includes the administration of the University Health Insurance Plan (UHIP).

Used for Queen's University International Centre (QUIC) records.

Not used for the internationalization initiatives negotiated at the university level. See EX1750.

Example documents: correspondence.

*University Records exist in both physical and electronic formats, such as paper, email or data in a database. Paper records may or may not contain information that is duplicated in an electronic system. For technical reasons the retention assigned to the electronic records may be different from the retention of physical records. If there are differences, see instructions in this schedule for details.*

### OPR - Director, Queen's University International Centre

*(Unless otherwise assigned, see below)*

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
10	<b>International Centre Council</b>	AY + 5	0	DP/AR	YES
<i>Record consists of the minutes and other materials relating to the council and its sub-committees.</i>					
<i>Disposition Plan: Official minutes to be transferred to the Archives at the end of the retention.</i>					
30	<b>Management of International Centre Programs and Services</b>	AY + 5	5	AR	YES
<i>Records documenting the planning, development and establishment of International Centre programs and services for students, faculty, staff and others. Records may include records of working groups as well as records of the Director of the Centre. Also includes planning and review records such as annual reports.</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

OP7600 was approved on 28/11/2011.

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
31	<b>International Student Advisory Services Files</b> <i>Records documenting the support services provided to individual students or staff by the International Student Advisor and the Cross-Cultural Counsellor.</i>	AY + 3	0	D	PIB
32	<b>International Students Orientation Program</b> <i>Records documenting the development and administration of orientation programs for international students. Includes orientation web site.</i> <i>Disposition Plan: Program records held for full 5 years then transferred to archives; administration records (including registration forms) destroyed after one year. Complete content of the orientation program web site to be transferred to archives at the end of the retention period.</i>	AY + 1	4	DP/AR	YES
33	<b>Emergency Support Program Files</b> <i>Records consist of emergency contact numbers for students/staff travelling abroad.</i> <i>ET Definition: Student/staff returns from visit or sojourn abroad, and no emergency occurred.</i> <i>Disposition Plan: Records kept where there was no occurrence of an emergency or any incident may be destroyed one year after the student/staff returns. Records where an emergency or other incident occurred become Student/Staff Incident Abroad Files - OP7600-34.</i>	ET + 1	0	DP/D	PIB
34	<b>Student/Staff Incident Abroad Files</b> <i>Records documenting actions taken when students or staff are affected by an incident or emergency abroad.</i> <i>ET Definition: Incident and all subsequent activities completed.</i>	ET + 1	4	D	PIB
35	<b>Emergency Warning Notices</b> <i>Records consist of warnings of possible and actual emergency situations distributed to students/staff when travelling or studying abroad.</i>	AY + 1	0	D	YES

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NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
36	<b>University Health Insurance Plan Files</b> <i>Records document the participation in health insurance plans for international students and staff when resident at the university.</i>	AY + 1	0	D	PIB
37	<b>UHIP Data</b> <i>Record consists of data gathered in digital format relating to the administration of the University Health Insurance Plan.</i>	AY + 6	0	D	PIB
38	<b>International Educator Training Program Administration</b> <i>Records document the administration of training programs for international educators external to the university. Financial transaction information is not included, but is covered by AD2550.</i>	AY + 1	0	D	PIB
39	<b>Education Abroad Advisory Service</b> <i>Records documenting the advisory services offered to students, faculty or staff who are preparing for or returning from study abroad.</i>	AY + 3	0	D	PIB
40	<b>Administration of QUIC Training</b> <i>Records consist of administration documentation for the international centre's training offered to students, faculty and staff at Queen's. This includes contact information and attendance data.</i>	AY + 5	0	D	PIB
41	<b>QUIC Staff Training</b> <i>Records consist of the contact and training information relating to programs offered outside QUIC and completed by staff of the International Centre.</i>	CY + 5	0	D	PIB

This schedule applies to official records. Convenience or duplicate copies of official records should not be kept longer than necessary, and in no event longer than the official copy.

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