

Information Technology and Information Management (I)

General (001 – 009)

I01 General

Information Technology (010 – 019)

I10 Computer Systems
I11 Enterprise Applications
I12 Information Technology Support Services
I13 Computer and Data Security

Reserved (020 – 029)

Library Services (030 – 039)

I30 Library Services – Collection Development
I31 Library Services – Collection Management
I32 Library Services – Circulation
I33 Library Services – Reference and Instruction

Archives and Museum Services (040 – 049)

I40 Archives and Museum Services – Collection Development
I41 Archives and Museum Services – Collection Management
I42 Archives and Museum Services – Preservation and Protection
I43 Archives and Museum Services – Reference and Access

Reserved (050 – 059)

Records Management (060 – 069)

I60 Records Classification and Retention Schedule
I61 Records Transfer and Destruction

Privacy and Access (070 – 079)

I70 Access to Information Requests and Privacy Complaints

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I01

General

Consists of records of a general nature relating to information technology, information assets and cultural resources that do not fit elsewhere in this section. For records that do not fit elsewhere in this section and that are not of a general nature, contact University Archives.

Master File	Retention 2 years after last action
	Disposition Destroy

Other Copies	Retention Until operational use ceases
	Disposition Destroy

See Also

Retention Rationale

Filing Guidelines

Review the "General" folder periodically to ensure that it does not contain documents that should have been filed under other named file classes.

I10**Computer Systems**

Consists of records relating to the development, administration and maintenance of computer systems including system design and construction, testing and deployment of networked and telecommunications systems. Records may include system requirement analyses, feasibility studies, specifications, functional flow plans, risk analysis reports, system architecture, source codes and programming, installation, testing and sign-off documents, etc.

Master File**Retention**

2 years after project terminated, or system discontinued and data no longer used

Disposition

Archives Review

Other Copies**Retention**

Until operational use ceases

Disposition

Destroy

See Also

I11 Enterprise Applications

Retention Rationale**Filing Guidelines**

I11**Enterprise Applications**

Consists of records relating to the development, administration and maintenance of applications that facilitate the operational and supporting processes of the University. These are large-scale university-wide applications that may be developed in-house or in conjunction with vendors. Examples include Student Information System (SIS), finance, human resources, payroll, course management, library catalogue, event management system, parking reservation request, etc. Records may include project proposals and deliverables, system requirement analyses, feasibility studies, systems specifications, functional flow plans, risk analysis reports, service level agreements, test scripts, evaluation reports and sign-off documents.

Master File**Retention**

2 years after project terminated, or application discontinued and data no longer used

Disposition

Archives Review

Other Copies**Retention**

Until operational use ceases

Disposition

Destroy

See Also

I10 Computer Systems

Retention Rationale**Filing Guidelines**

I12

Information Technology Support Services

Consists of records relating to Information Technology support services provided to the University community. Records may include requests for assistance with hardware and software operation, computer accounts, inquiries, service reports and request logs.

Master File

Retention

2 years after last action

Disposition

Destroy

Other Copies

Retention

Until operational use ceases

Disposition

Destroy

See Also

Retention Rationale

Filing Guidelines

I13

Computer and Data Security

Consists of records relating to the planning and management of security for the University's computer systems and data within them. Records may include access control and user authorizations, investigations of security breaches, system monitoring logs and reports.

Master File

Retention

2 years after last action

Disposition

Destroy

Other Copies

Retention

Until operational use ceases

Disposition

Destroy

See Also

Retention Rationale

Filing Guidelines

I30

Library Services – Collection Development

Consists of records relating to the acquisition of print and electronic materials for the University's libraries and resource centers to support the teaching and research functions of the University. Acquisitions are made through purchases, subscriptions, exchanges, transfers or donations. Records may include subscription renewals, ownership transfer documents, evaluations and donation agreements.

Master File	Retention 7 years after last action
	Disposition Archives Review
Other Copies	Retention Until operational use ceases
	Disposition Destroy

See Also

Retention Rationale

Filing Guidelines

I31

Library Services – Collection Management

Consists of records relating to the management of the University libraries' holdings including accessioning and cataloguing, authority control, applying barcode and RFID tags, preservation, binding, mending, collection evaluation, weeding, and bibliographic maintenance, etc. Records may include cataloguing standards, inventory lists of library resources, guides and indexes, title lists for transfer or donation and contracts with vendors.

Master File

Retention

2 years after last action or until superseded

Disposition

Destroy

Other Copies

Retention

Until operational use ceases

Disposition

Destroy

See Also

Retention Rationale

Filing Guidelines

I32

Library Services – Circulation

Consists of records relating to circulation of library materials including checking in and out library materials, maintaining order in the stacks, placing items on reserve or hold, processing interlibrary loans, issuing / updating library cards, collecting fines / fees, etc. Records may include reserve request forms, interlibrary loan registration forms and requests, reports for lost or damaged items and direct borrowing agreements with other libraries.

Master File

Retention

2 years after last action or until superseded

Disposition

Destroy

Other Copies

Retention

Until operational use ceases

Disposition

Destroy

See Also

Retention Rationale

Filing Guidelines

I33

Library Services – Reference and Instruction

Consists of records relating to reference and instruction services offered to the University community including responding to emailed and telephone inquiries and requests, the provision of online research help and in-person research consultation, providing instructions and teachings in effective use of library materials. Records may include reference requests and replies, appointment booking request forms, transcripts of online sessions, library guides, orientation materials, tutorial handouts, attendance lists, etc.

Master File

Retention

2 years after last action or until superseded

Disposition

Destroy

Other Copies

Retention

Until operational use ceases

Disposition

Destroy

See Also

Retention Rationale

Filing Guidelines

I40

Archives and Museum Services – Collection Development

Consists of records relating to the acquisition, accessioning / deaccessioning, and appraisal of archival materials and cultural collections including literary papers, photographs, rare books, cultural objects and artifacts, and business records of the University preserved for legal and historical reasons. Acquisitions are made through purchase, donation, long term loan, and scheduled transfer of University records. Records may include collection policy, appraisal guidelines and criteria, receipt of transfer, donation / loan agreements, transfer of ownership statement, accession / deaccession documentation, evaluation and copies of tax receipts.

Master File	Retention Permanent
	Disposition Not applicable
Other Copies	Retention Until operational use ceases
	Disposition Destroy

See Also

Retention Rationale

Filing Guidelines

I41

Archives and Museum Services – Collection Management

Consists of records relating to the management of the Archives and Museum collections including appropriate arrangement and description, proper care and documentation of the archival and cultural materials acquired. Records may include fonds registers, inventories, scope and content notes, descriptive standards, manuals, guides and indexes.

Master File

Retention

Permanent

Disposition

Not applicable

Other Copies

Retention

Until operational use ceases

Disposition

Destroy

See Also

Retention Rationale

Filing Guidelines

I42

Archives and Museum Services – Preservation and Protection

Consists of records relating to preservation of the Archives and Museum holdings to minimize the loss of information and to extend the life of cultural property accomplished through environment controls, materials handling techniques and preservation treatments such as mending, binding, copying deteriorating originals to another format, etc. Records may include collection assessments, preservation needs documentation and treatment files, long-range conservation plan, etc.

Master File

Retention

Permanent

Disposition

Not applicable

Other Copies

Retention

Until operational use ceases

Disposition

Destroy

See Also

Retention Rationale

Filing Guidelines

I43

Archives and Museum Services – Reference and Access

Consists of records relating to reference services and access to the Archives and Museum collections provided to the University community, alumni and the general public. Records may include reference requests and replies, researcher registration forms, retrieval request slips, loan agreements, requests for reproduction or permission to publish. For outreach programs and activities, see the record group “Events” in Communications section.

Master File

Retention

Researcher registration forms, loan agreements and permission to publish letters – Permanent

Other documents – 5 years after last action

Disposition

Destroy

Other Copies

Retention

Until operational use ceases

Disposition

Destroy

See Also

- C11 Conferences and Seminars
- C12 Exhibitions

Retention Rationale

Filing Guidelines

I60

Records Classification and Retention Schedule

Consists of records relating to the development, implementation and maintenance of a university-wide records classification plan and retention schedule for all University business records, and file plans specific to individual units. Records may include user interviews, meeting notes, records inventories, surveys and feedback, file plans, file lists, implementation strategies and the approved records schedules.

Master File

Retention

Approved records schedules: Permanent

Other documents: 5 years after last action

Disposition

Archives Review

Other Copies

Retention

Until operational use ceases

Disposition

Destroy

See Also

Retention Rationale

Filing Guidelines

I61

Records Transfer and Destruction

Consists of records relating to the transfer of University records to the University Archives and the arrangement for destruction of University records according to the approved retention schedules. Records may include records transfer forms, box content lists, authorized destruction certificates, and destruction notices.

Master File

Retention

Permanent

Disposition

Not applicable

Other Copies

Retention

Until operational use ceases

Disposition

Destroy

See Also

Retention Rationale

Filing Guidelines

Access to Information Requests and Privacy Complaints

Consists of records relating to access to information requests made under the Personal Data (Privacy) Ordinance and complaints regarding privacy breaches. Records may include access request forms, acknowledgement letters, third party notices, fee estimates, access recommendations, record search worksheets, decision letters, copies of responsive records, notice and confirmation of appeal and written representations, privacy breach reports and resulting recommendations, etc.

Master File	<p>Retention</p> <p>Statistics for requests and complaints – Permanent</p> <p>Other documents – 5 years after last action or until cases resolved and settled</p>
	<p>Disposition</p> <p>Archives Review</p>
Other Copies	<p>Retention</p> <p>Until operational use ceases</p>
	<p>Disposition</p> <p>Destroy</p>

See Also

Retention Rationale

Filing Guidelines