



## Model File Plan – Faculties and Schools

The retention periods provided are generalized, for greater detail on secondary functions, see the linked Retention and Disposition schedules. Provided underneath each top-level folder is a suggested name.

Acronym Key: EV = Event Trigger – date superseded or obsolete (unless otherwise noted); FY = Fiscal Year; Y = Year; SR = Selective Retention by Archives; FR = full retention; OPR = Office of Primary Responsibility (office that created and is responsible for the records)		
Administration / Office Management		Retention and Disposition
(ADMIN)	<a href="#">Policies and Procedures</a>	EV+5Y, D
	<a href="#">Staff Meetings</a>	CY+5Y, D
	<a href="#">Trackers and Lists</a>	EV+1Y, D
<b>Communications</b>		
(COMMS)	<a href="#">Guidelines, Standards, Best Practices</a>	EV+5Y, D
	<a href="#">Marketing and Promotions</a>	CY+5Y, D
	<a href="#">Publications</a>	CY+5Y, D
	<a href="#">Social Media, Website Management</a>	CY+5Y, D
<b>Equipment and Supplies</b>		
(EQUIP)	<a href="#">Equipment and Supplies</a>	EV+3Y, D
<b>Finance</b>		
(FIN)	<a href="#">Accounting</a>	FY+6Y, D
	<a href="#">Banks and Banking</a>	FY+6Y, D
	<a href="#">Budget</a>	FY+7Y, D
	<a href="#">Procurement</a>	EV+7Y, D
	<a href="#">Travel</a>	CY+7Y, D
<b>Departmental Governance</b>		
(GOV)	<a href="#">Policy Development</a>	EV+5Y, FR
	<a href="#">Committees</a>	CY+5Y, SR
	<a href="#">External Reviews</a>	EV+10Y, D
	<a href="#">Strategic Planning</a>	CY+5Y, SR
	<a href="#">Reports</a>	CY+5Y, FR
<b>Human Resources</b>		
(HR)	<a href="#">Job Descriptions</a>	EV+0, D
	<a href="#">Scheduling</a>	CY+7Y, D
	<a href="#">Students</a>	EV+7Y, D
	<a href="#">Staff</a>	EV+7Y, D
	<a href="#">Training</a>	EV+3Y, D
<b>Legal Services</b>		
(LEGAL)	<a href="#">Access to Information Requests</a>	CY+7Y, D
<b>Enterprise Risk and Security</b>		
(RISK)	<a href="#">Emergency Preparedness</a>	EV+5Y, D
	<a href="#">Health and Safety</a>	EV+5Y, D
	<a href="#">Insurance Management</a>	EV+5Y, D
	<a href="#">Training and Outreach</a>	CY+5Y, D



<b>Students</b>		
<b>(STUDENTS)</b>	<a href="#">Academic Advising</a>	AY+2Y, D
	<a href="#">Career Education and Development</a>	AY+5Y, SR
	<a href="#">Faculty and Department Student Records</a>	AY+5Y, D
	<a href="#">Non-Credit Studies</a>	EV+8Y, D
	<a href="#">Recruitment</a>	AY+5Y, SR
	<a href="#">Student Awards, Bursaries and Scholarships</a>	CY+5Y, SR
	<a href="#">Student Misconduct</a>	EV+8Y, D
	<a href="#">Student Records</a>	EV+8Y, D
<b>Teaching and Learning</b>		
<b>(TL)</b>	<a href="#">Academic Calendars and Scheduling</a>	AY+10Y, SR
	<a href="#">Course and Curricular Development</a>	AY+5Y, SR
	<a href="#">Course Management</a>	AY+1Y, D
	<a href="#">Experiential Learning</a>	AY+6Y, D
	<a href="#">Student Work, Examinations, Theses</a>	AY+1Y, D
<b>Transfer University Archives</b>		



## Appendix – Model Security Access Protocol

A Security Access Protocol is a tool to help define roles and assign access to folders. Consider whether a given folder will contain any sensitive or personal information that requires access restrictions.

The following table is a generic example using the Faculties and Schools model file plan. Each office will have its own unique roles and access requirements. A table such as this one can help IT to set up the necessary restrictions.

Role 	Administrator	Manager	Staff	Student Position
Folder 				
ADMIN	✓	✓	✓	✓
COMMS	✓	✓	✓	✓
EQUIP	✓	✓	✓	✓
FIN	✓	✓		
GOV	✓	✓	✓	
HR	✓	✓		
LEGAL	✓	✓		
RISK	✓	✓	✓	✓
STUDENTS	✓	✓	✓	
TL	✓	✓	✓	