

Changes to the Common Records Schedule as of 05 December 2012

File Class	Change	Rationale
New File Classes / Sub-classes		
ADG12-16	<p>Senate Committee on Awards – President’s University-Wide Teaching Awards Case Files</p> <p>New file class to reflect that this function now falls to the Senate Committee on Awards (formerly SCOTL).</p>	Awards formerly handled under ADG12-30 now come within the scope of the Senate Committee on Awards. Process for handling files has changed.
Revised File Classes / Sub-classes		
ADG12	<p>Senate Committees</p> <p>Removed See Also references to: ADG12-05, ADG12-18 and ADG12-30. Added See Also reference to ADG12-16, Senate Committee on Awards – President’s University-Wide Teaching Awards Case Files.</p>	<p>The Senate Committees for the first three sub-classes are defunct and the disposition activities for all records have been executed.</p> <p>New sub-class for President’s University-Wide Teaching Award.</p>
ADG12-06	<p>Senate Appeals Committee (SAC) – Case Files</p> <p>Added Registrar’s Office as an Office of Primary Responsibility. Updated Filing Guidelines.</p>	Where the outcome of an academic honesty hearing results in transcript notation, the Registrar’s Office requires a copy of the decision to support its documentation requirements.
ADG12-12	<p>Senate Committee on Awards – Honorary Degree Case Files</p> <p>Removed Other Copies; revised See Also reference to ADG12-15, Senate Committee on Awards – University Professor Case Files. PIB.</p>	<p>President’s Office does not retain copies of files for nominees accepted for honorary degrees.</p> <p>The See Also reference has been renamed to reflect the new Senate Committee on Awards.</p>
ADG12-15	<p>Senate Committee on Awards – University Professor Case Files</p> <p>Revised file class name to reflect new Senate Committee and file class description. Revised See Also reference to ADG12-12, Senate Committee on Awards – Honorary Degree Case Files. PIB.</p>	University Professor case files are now managed by this new Senate committee. The See Also reference has been renamed to reflect the new Senate Committee on Awards.
ADG12-33	<p>Senate Tenure and Promotion Appeals Committee (STAPAC) – Case Files</p> <p>Revised Retention. PIB.</p>	Removed paragraph 2 of the stated retention as this is no longer the current practice. If there are appeals regarding advancement to candidacy and/or challenges to T&P committee membership, the entire file will remain open until all disputes are resolved.
HRS15-05	<p>Compensation, Classification and Job Descriptions for Non-Academic Employees – Job Evaluation Case Files</p> <p>Removed duplicate Filing Guidelines entry "File information regarding individual employees in their employee file."</p>	Accidental inclusion of duplicate information.

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HRS28	Employment Equity Filing Guideline changed to the following: "Individuals' employment equity-related information gathered through the Self-Identification Survey is kept in strict confidence with the Employment Equity Officer."	Employment equity related information pertaining to individual employees is not held in the employee file as erroneously noted in the filing guideline.
HRS34-07	Permanent Non-Academic Employee Files – YUSA Unit 1 Reprimand or Demotion Discipline Records Revised Retention for OPR and Other Copies from 6 months to 12 months.	Retention period of 12 months is mandated by YUSA Collective Agreement, Article 11.03(a).
HRS34-08	Permanent Non-Academic Employee Files – YUSA Unit 1 Suspension or Discharge Discipline Records Revised Retention for OPR and Other Copies from 12 months to 18 months.	Retention period of 18 months is mandated by YUSA Collective Agreement, Article 11.03(b).
RES37	Research Involving Controlled Goods Changed OPR from "Office of Research Ethics" to "Office of Research Services."	Incorrect Office of Primary Responsibility was cited.
STU15	Admissions – Undergraduate – Case Files Removed See Also reference to ADG12-05, Senate Committee on Admissions, Recruitment and Student Assistance (SCARSA) – Appeals.	The Senate Committee for this sub-class is defunct and the disposition activities for all records have been executed.
STU16	Admissions – Graduate – Case Files Removed See Also reference to ADG12-05, Senate Committee on Admissions, Recruitment and Student Assistance (SCARSA) – Appeals. ***This class is still under review***	The Senate Committee for this sub-class is defunct and the disposition activities for all records have been executed.
STU36	Academic Honesty – Case Files Add Registrar's Office as an Office of Primary Responsibility. Updated Filing Guidelines.	Where the outcome of an academic honesty hearing results in transcript notation, the Registrar's Office requires a copy of the decision to support its documentation requirements.
STU36-05	Academic Honesty – No Finding – Case Files Corrected reference to Senate Policy.	Incorrect section number was cited in the Retention Rationale.
STU75	Student Services – Student Conduct – Case Files Changed OPR from "Student Conduct and Dispute Resolution" to "Office of Student Conflict Resolution."	Office name change.
Deleted File Classes / Sub-classes		
ADG12-05	Senate Committee on Admissions, Recruitment and Student Assistance (SCARSA) – Appeals Removed from CRS as committee is now defunct. PIB.	Senate Committee was disestablished as of September 1, 2009 and all records have been destroyed as per the schedule.
ADG12-18	Review Committee on Faculty of Graduate Studies Appointments – Case Files Removed from CRS as committee is now defunct.	Senate Committee was disestablished as of September 1, 2009 and all records have been destroyed.
ADG12-30	Senate Committee on Teaching and Learning (SCOTL) – Case Files Removed from CRS as committee is now defunct.	Senate Committee was disestablished as of September 1, 2009 and all records have been destroyed. Teaching award activity continued in ADG12-16.