

Changes to the Common Records Schedule as of 30 September 2010
(Revised November 12, 2010)

File Class	Change	Rationale
New Files Classes / Sub-classes		
ADG03-05	Promotion and Continuing Appointments Committee for Advancement of Professional Librarians (PCAC) – Case Files New file class; added See Also reference to ADG12-36, Senate Tenure and Promotion Committee – Case Files.	University librarians and archivists follow a different T&P process from other faculty. Promotion and Continuing Appointments Committee is not a senate committee.
CPR22-05	Media Releases Removed from CPR22 to form a new sub-class.	Media releases have a different retention and disposition than the general class.
FIN06	Signing Authority Database of Names Removed from FIN06 to form a new class.	Signing authority database of names has a different retention and disposition than the sample cards contained in FIN05.
FIN24	Provincial Government Transfers New class.	Records not kept in F&A, but rather in OIRA.
FIN35	Unit Budgets New class.	Unit budgets have a different retention and disposition than the class for University budgets.
RES49	Misconduct in Academic Research – Case Files New class.	Activity not covered elsewhere in the CRS.
STU27	Graduate Student Funding New class.	Activity not covered elsewhere in the CRS.
STU28	Graduate Student Funding Case Files New class.	Activity not covered elsewhere in the CRS.
Revised File Classes / Sub-classes		
ADG03	Committees Modified description to include search committees for decanal searches.	President's Office no longer responsible for decanal searches; this activity now resides with the VP Academic & Provost
ADG12-36	Senate Tenure and Promotion Committee (T&P) – Case Files Added See Also reference to ADG03-05, Library and Archives Promotion and Continuing Appointments Committee – Case Files.	Indicates where to find similar files for librarians and archivists.
ADG80	Program Planning Added See Also reference to FIN35, Unit Budgets.	Budgeting is linked to the program planning process.
ADG90	Unit Relations – Internal Added new field on the schedule for Archives' Selection Plan.	Clarifies that only the Offices of VPs and Deans are required to seek Archives review; all other offices can destroy.
CPR22	Media Relations Media releases removed to a separate sub-class.	Media releases have a different retention and disposition than the general class.

FIN05	Signing Authority Signing authority database of names removed to a separate class.	Signing authority database of names has a different retention and disposition than the sample cards contained in FIN05.
FIN30	University Budgets Unit budgets removed to a separate class.	Unit budgets have a different retention and disposition than the class for University budgets.
HRS25	Recruitment and Hiring – Permanent Non-Academic Employees, Non-Union Positions Added See Also reference to ADG03, Committees for decanal, presidential, and chancellor searches.	Indicates where to find similar files for the hiring of deans, presidents, and chancellors.
RES15	Research Grants, External – Case Files Moved separate retention for CVs to Filing Guideline.	Avoids having multiple retentions; consistent with how the CRS treats other types of documents to be weeded out of official files.