

Chart of a records retention rule

The following chart helps you familiarize yourself with the contents of the various sections of the retention schedule.



RÈGLE DE CONSERVATION

Loi sur les archives (RLRQ, chap. A-21.1)

Transaction Ajout	N° du calendrier 60347	N° de la demande 1	N° de la règle 0001	
	Nom de l'organisme Université McGill			

DESCRIPTION			
Titre Charte et statuts / Charter and Statutes		Rec	de la règle
Processus / Activité Constitution et histoire de l'Université / Constitution and history of the University		Code de classification 01-01-01	
Nom de l'unité administrative détentrice du dossier principal Secrétariat / Secretariat			
Description et utilisation Ensemble des dossiers concernant la création de la Charte de l'Université et des statuts pour la gouvernance et le fonctionnement de l'Université, ainsi que le blason et les armoiries officiel. All the dossiers relating to the creation of the University Charter and Statutes for the governance and operation of the University, as well as the crest and the official Coat of Arms.			
Types de documents Correspondance; Rapport; Statuts; Armoirie; Blason; Sceau Correspondence; Report; Statutes; Coat of Arms; Crest; Seal;			
Documents essentiels : Oui		Documents confidentiels : Non	
Références juridiques			
Remarques générales Les documents dont le sort final est la destruction (D) doivent être détruits de manière sécuritaire, c'est-à-dire par déchiquetage. All records whose ultimate disposition is destruction (D) must be destroyed in a secure manner, i.e. by shredding.			

DÉLAI DE CONSERVATION						
Numérotation	Exemplaire	Supports de conservation	Période d'utilisation des documents			Disposition
			Actif		Semi-actif	Inactif
	Principal	PA, DM	888	R1	5	Conservation
	Secondaire	PA, DM	888	R1	0	Destruction

Identification des sections d'une règle de conservation

- 1. Numéro de la règle de conservation (Identifiant) / Retention Rule number (Identifier)**
- 2. Titre de la règle / Rule title.**
- 3. Code de classification / Classification code.** Section that corresponds to the process/activity code identified in the University's Document Classification Plan.
- 4. Processus ou activité / Process or activity.** This process or activity generally corresponds to the sub-series of the classification plan to which the dossiers covered by this rule relate.
- 5. Nom de l'unité administrative détentrice du dossier principale / Name of the unit that has primary responsibility of the dossier.** This is the name of the unit that is responsible for the management and preservation of principal copies of the documents covered by the rule. Note that the holder of secondary copies is not identified as the person responsible but must still comply with the entire rule (retention period and final disposition). For practical reasons, a maximum of two names of administrative units is indicated, however, it is recommended that you check with the McGill University Archives to see if your unit is identified as the primary holder.
- 6. Description et utilisation / Description and use.** This section specifies the nature of the activity or process covered by the rule, the objective pursued by their production and the intended use.
- 7. Types de documents / Document types.** The indication is intended to identify the most typical documents related or contained in a dossier of the activity described by the rule. The list of document types is not exhaustive.
- 8. Identification des documents essentiels et confidentiels / Identification of vital and confidential records.** When documents constituting the body of documents concerned by the rule are deemed to be of vital or confidential nature, the corresponding boxes are marked with an "X".
- 9. Références juridiques / Legal references.** This section corresponds to the legal reference of a law, regulation or policy with an indication of the prescribed disposition of the series of dossiers or document types in question.
- 10. Remarques générales / General remarks.** This section includes explanatory notes and the application of time limits for cross-references set out in a rule.
- 11. Délais de conservation / Retention period.** This section is the "heart" of the rule and is detailed on the next page for clarity.
- 12. Remarques supplémentaires relatives aux délais de conservation / Additional notes on retention periods.** This section includes explanatory notes and the application of time limits for cross-references set out in a rule. The references R1, R2, specify the application of the rule to a given period (active or semi-active) or at the end of those periods, when the intended disposition is to be applied. The calculation or accounting of the retention period of the document is made from the date of the completion of the transaction in a system.

McGill University Records Retention Schedule - Chart

DÉLAI DE CONSERVATION								
NUMÉROTATION	EXEMPLAIRE	SUPPORTS DE CONSERVATION		PÉRIODE D'UTILISATION DES DOCUMENTS				DISPOSITION
				Actif		Semi-actif		Inactif
	Principal	DM, PA		2	R1	0		D
	Secondaire	DM, PA		1		0		D

REMARQUES RELATIVES AU DÉLAI DE CONSERVATION
 R1 Comptabiliser la période de conservation de la pièce à partir de la date de réalisation de la transaction requise dans le système de gestion des études. Verser les pièces relatives à une « annulation après la période d'abandon » au dossier de l'étudiant.

Specific rules applying to **primary** (originals and most complete) and **secondary copies** (copies)

Disposition, the intended final disposition of records: either **secure destruction (D)**, **permanent retention (C)** or **sorting (T)**.

Number of years that the concerned documents are kept in active state (in the offices or on the University servers) since their date of creation, or according to the details given in the corresponding remark (R1 in the example presented).

Periods of use of documents at the active and semi-active stage.

Number of years of retention at the semi-active stage of the concerned documents from the end of the active period until their final disposition.

Finally, the following table provides details on some of the codes and concepts specific to the conservation schedule.

Details on the terminology used in the retention schedule	
888	Indicates that the period of active use is not fixed in years, but according to a given outcome or completion of a given process. This is always followed by a remark (R1) specifying the type of process to be completed.
999	Indicates that the period of active use of the dossier or document is not fixed in years, but according to its replacement by a new version.
Period of active and semi-active use	<p>The period of use is based on the frequency of use of a document in relation to the activity that prompted its creation.</p> <ul style="list-style-type: none"> ▪ An active document is created and used immediately to meet a specific need: whether it is administrative or legal purposes, or related to the University's teaching and research activities. ▪ A semi-active document is kept so it can be used for reference or as evidence in the event of an audit or litigation.
Principal (original) and secondary copies	<p>The primary copy of a record is defined as the one that "contains the most complete information on a given object, while the secondary copy of a record is the one that includes some or all of the information contained in a primary record. » . In short, the holder of the primary copy is often considered to be responsible for the activity associated with the production of the documents, while the holder of the secondary copy is associated with it as a participant, or refers to copies of the same documents in the context of another activity.</p>
Document essentiel	<p>The essential document is a document necessary for the continuation of the institution's activities. The location of this is type of document must be quickly identified in the advent of a fortuitous event and additional protective measures must be applied to it.</p> <p><i>Examples of essential documents : The institution's letters patent; minutes of academic proceedings; agreements, conventions and contracts.</i></p>

Disposition	<p>The final disposition assigned to documents at the end of their expected period of use at the active and semi-active and inactive stages, which is one of the following:</p> <p>D: Secure destruction of documents.</p> <p>T: Sorting according to criteria specified in a remark.</p> <p>C: Permanent retention.</p> <ul style="list-style-type: none">• Unless otherwise stated in the associated note, disposition C (permanent retention) always includes the disposal of working papers, support, logistical and duplicate documents.
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