## Email Communication to GPD's

November 2009

November 5: Student Information and Retention Disposal Policy - Graduate Program Forwarded on behalf of Charlotte Sheridan

(included attachments: Graduate Student Program Files)

Since the Faculty of Graduate Studies (FGS) is responsible for the safe, secure storage of graduate student records until their final disposition, we have developed a Graduate Student Information and Retention and Disposal Policy for all graduate student information we are responsible for.

The purpose of this policy is to outline the set of requirements for effective record management from creation and retention through to final disposition. Included in our policy are recommendations for graduate student information held by the graduate programs (see attached). We would appreciate it if you would review this document and contact us with any questions/concerns.

All application files and original documentation must be returned to the Faculty of Graduate Studies. Graduate programs may create their own files for each applicant or admission and retain copies of the Application Summary and Admission Decision Form. Reference letters must not be copied and held by graduate programs. Reference letters may only reside in the main Faculty of Graduate Studies file.

We would encourage you however to not duplicate information kept in hard copy by the Faculty of Graduate Studies or electronic information that can be accessed via the DBBrock screens. Minimal content in graduate program files, focusing on program specific information, is the best approach. The retention and disposal of copies of documentation from graduate student applicant files being held by the graduate programs will now also come under the attached Retention Disposal Policy so we ask that you familiarize yourselves with this document as well as the suggested policy/procedure re: graduate program files.

As we continue to develop and expand the initiative to move from manual to electronic storage of graduate student information, we would appreciate hearing from you with regard to the specific information you need to have via the student information system to effectively do your work at the graduate program level. A recent example would be the newly developed and launched student funding information screen now available to graduate programs electronically via DBBrock.

The overarching Brock University policies relating to the retention of student information can be found at the following website:

www.brocku.ca/accessandprivacy/files/access to student records.pdf

Please contact Gail Pepper at gpepper@brocku.ca with any questions/concerns.