

AA: ACADEMIC AFFAIRS

Records related to the planning, development, delivery and evaluation of academic programs.

Record Code	Record Series & Scope Notes	Office of Record (Creating Office?)	Active Retention	Inactive Retention	Total Retention	Comments	Acts & Regulations (Government & GBC Policies)
AA000	<p>Policy & Procedures</p> <p>Records related to the current policies and procedures pertaining to academic programs.</p>	Any / All	S		S	For Policy Development, see GO019	
AA001	<p>Academic Affairs – General</p> <p>Records that are of a general nature, and for which no suitable classification code exists under this section.</p>	Various Departments	C + 3	0	4		FIPPA; Limitations Act
AA002	<p>Program Development</p> <p>Records related to the development of new programs.</p> <p>Includes: program proposals, terminations, and suspensions.</p> <p>Notes: delivered programs fall under AA003, AA004, AA005, or AA007.</p>	Various Departments	T +1	P	P	<p>T= end of program development</p> <p>P= permanent retention in GBC Archives</p>	FIPPA; Limitations Act; AODA

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AA003	Academic Programming - Degree Records related to delivered programs. Includes: program planning, coordination, rationalization, program evaluation, termination, and suspension.	Various Departments	T+1	P	P	T= end of program development P= permanent retention in GBC Archives	FIPPA; Limitations Act; AODA
AA004	Academic Programming - Diploma Records related to delivered programs. Includes: program planning, coordination, rationalization, program evaluation, termination, and suspension.	Various Departments	T+1	P	P	T= end of program development P= permanent retention in GBC Archives	FIPPA; Limitations Act; AODA
AA005	Academic Programming - Certificate Records related to delivered programs. Includes: program planning, coordination, rationalization, program evaluation, termination, and suspension.	Various Departments	T+1	P	P	T= end of program development P= permanent retention in GBC Archives	FIPPA; Limitations Act; AODA

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AA006	Academic Programming – Transfer Records related to delivered programs. Includes: program planning, coordination, rationalization, program evaluation, termination, and suspension.	Various Departments	T+1	P	P	T= end of program development P= permanent retention in GBC Archives	FIPPA; Limitations Act; AODA
AA007	Academic Programming - Other Records related to delivered programs. Includes: program planning, coordination, rationalization, program evaluation, termination, and suspension.	Various Departments	T+1	P	P	T= end of program development P= permanent retention in GBC Archives	FIPPA; Limitations Act; AODA
AA008	Academic Courses Records related to courses. Includes: course material, course credit values, course outlines, and sample resource material.	Various Departments	T+1 S+1	P P	P P	T= termination of course P= permanent retention in GBC Archives S= superseded course outline / material	FIPPA; Limitations Act; AODA

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AA009	Academic Courses - Transfer Records related to the development, negotiation for delivery of academic courses that are transferable from one educational institution to another. Includes: course material, course credit values, course outlines, and sample resource material.	Various Departments	T+1 S+1	P P	P P	T= termination of course P= permanent retention in GBC Archives S= superseded course outline / material	FIPPA; Limitations Act; AODA
AA010	Curriculum Development Records related to the development of curricula that are not course or program specific. Includes: Curriculum development, renewal and outcomes.	Various Departments	T+1	P	P	T= termination of curriculum	FIPPA; Limitations Act; AODA

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AA011	Curriculum Submissions Records related to the development of specific courses. Includes: Curriculum Submission forms, course proposals, course outlines, and letters of support for transfer.	Various Departments	T+1	P	P	T= termination of course	FIPPA; Limitations Act; AODA
AA012	Instructional Delivery Records related to the application planning and formats for delivery of instruction. Includes: Classification of instructional types, computer assisted learning, distance education and correspondence courses. Notes: See AA003 through AA007 for specific program planning.	Various Departments	T+1 S+1	0 0	T+1 S+1	T= termination of course S = superceded / obsolete delivery system	FIPPA; Limitations Act; AODA

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AA013	Program Accreditation Records related to the general process of granting accreditation to programs by professional organizations.	Executive Offices	S+1	P	P	P= permanent retention in GBC Archives	FIPPA; Limitations Act
AA014	Program Brokering Records related to the purchase, brokerage or sharing of academic programs, courses and instructional material by and from GBC. Notes: for program brokering contracts see LR007.	Executive Offices	T+2	P	P	T= termination of program P= permanent retention in GBC Archives	FIPPA; Limitations Act
AA015	Research Projects Records related to research and development programs or projects. Includes: Scholastic research, research related to teaching and learning, etc.	Executive Offices Various Departments	T+2	P	P	T = Date of project completion	FIPPA; Limitations Act; GBC Policies

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AA016	Academic Funding Records related to the external funding mechanisms for academic programs, curricula and courses.	Executive Offices	C + 1	P	P	Records retained permanently to provide audit material on the allocation of funds.	FIPPA; Limitations Act
AA017	Program Delivery Records related to the delivery of programs, including non-credit. Includes: Completed examinations, program evaluation by students, program delivery material, practicum, class attendance lists, grade sheets, grade books, etc. Notes: material retained in case of grade appeal.	Various Departments	T+1	0	1	T = End of academic term	FIPPA; Limitations Act; AODA; GBC Policies

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AA018	<p>Course Delivery</p> <p>Records related to the delivery of individual courses which are or are not program specific, including non-credit.</p> <p>Includes: Completed examinations, course evaluation by students, course delivery material, etc.</p> <p>Notes: material retained in case of grade appeal.</p>	Various Departments	T+1	0	1	T = End of academic term	FIPPA; Limitations Act; AODA; GBC Policies
AA019	<p>Research Institutes</p> <p>Records related to the administration and reporting of GBC research institutes / programs.</p>	Various Departments	T+1	P	P	T = End of research project	FIPPA; Limitations Act; AODA; GBC Policies

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