

IA: INSTITUTIONAL ANALYSIS

Records related to the analysis and assessment of student demographics, academic disciplines, departments, institutional performance, and trends/issues impacting institutional performance.

Record Code	Record Series & Scope Notes	Office of Record (Creating Office?)	Active Retention	Inactive Retention	Total Retention	Comments	Acts & Regulations (Government & GBC Policies)
IA000	Policy & Procedures Records related to the current policies and procedures for carrying out institutional research and planning.	Any / All	S		S	For Policy Development see GO019.	
IA001	Institutional Analysis - General Records that are of a general nature, and for which no suitable classification code exists under this section.	Various Departments	C + 1	0	2	Some records may be retained by GBC Archives; contact Archives with questions.	FIPPA; Limitations Act; GBC Policies
IA002	Corporate Information - Students Records and reports related to the operations of GBC. Includes: Baseline and source data and analyses pertaining to students, graduate follow-up surveys, etc.	Various Departments	T + 1	P	P	T = Completion of project	FIPPA; Limitations Act; GBC Policies

C = Current Year

P = Permanent

S = Until Superseded / Obsolete

T = Terminating event (required before calculating retention)

IA003	Corporate Information - Staff Records and reports related to the operations of GBC. Includes: Baseline and source data and analyses pertaining to staffing, etc.	Various Departments	T + 1	P	P	T = Completion of project	FIPPA; Limitations Act; GBC Policies
IA004	Corporate Information - Academic Records and reports related to the operations of GBC. Includes: Baseline and source data and analyses pertaining to curriculum offerings, etc.	Various Departments	T + 1	P	P	T = Completion of project	FIPPA; Limitations Act; GBC Policies
IA005	Corporate Information - Finance Records and reports related to the operations of GBC. Includes: Baseline and source data and analyses pertaining to financial matters, etc.	Various Departments	T + 1	P	P	T = Completion of project	FIPPA; Limitations Act; GBC Policies

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IA006	Corporate Information - Space Records and reports related to the operations of GBC. Includes: Baseline and source data and analyses pertaining to space, etc.	Various Departments	T + 1	P	P	T = Completion of project	FIPPA; Limitations Act; GBC Policies; AODA
IA007	Environmental Scanning - Economy Records related to economic environmental trends and developments impacting institutional performance.	Various Departments	T + 1	P	P	T = Completion of project	FIPPA; Limitations Act; GBC Policies
IA008	Environmental Scanning - Demography Records related to demographic environmental trends and developments impacting institutional performance.	Various Departments	T + 1	P	P	T = Completion of project	FIPPA; Limitations Act; GBC Policies
IA009	Environmental Scanning - Education Records related to educational environmental trends and developments impacting institutional performance.	Various Departments	T + 1	P	P	T = Completion of project	FIPPA; Limitations Act; GBC Policies

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IA010	Environmental Scanning - Technology Records related to technological environmental trends and developments impacting institutional performance.	Various Departments	T + 1	P	P	T = Completion of project	FIPPA; Limitations Act; GBC Policies
IA011	Environmental Scanning - Miscellaneous Records related to environmental trends and developments that impact institutional performance, for which no suitable classification code exists.	Various Departments	T + 1	P	P	T = Completion of project	FIPPA; Limitations Act; GBC Policies
IA012	Institutional Evaluation & Assessment Processes Records related to models and methods of assessment of institutional performance. Includes: Evaluation processes, external assessment models, etc.	Various Departments	T + 1	P	P	T = Completion of project	FIPPA; Limitations Act; GBC Policies; AODA

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