

# NIPISSING UNIVERSITY DIRECTORY OF RECORDS

## PERSONAL INFORMATION BANKS

*Personal Information Bank (PIB) - a collection of personal information that is organized and can be retrieved by an individual's name or some other personal identifier.*

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## ACADEMIC AND RESEARCH RECORDS AND DATABASE

**Location:** Vice-President-Academic & Research Office, Research Office, Dean's Offices

**Legal Authority of Collection:** Nipissing University Act, 1992

**Information Maintained:** Personal information on faculty and students that may include the following: name, address, home telephone number, date of birth, gender, employment history, academic credentials and evaluations.

**Uses:** Academic appointments, appeals, statistics; Research grant applications; Student ethics applications for course assignments, thesis.

**Users:** Vice-President, Academic & Research Office, Research Office, Dean's Offices

**Individuals in Bank:** Faculty and Students

**Retention and Disposal:** Minimum – one year retention Disposal - Destruction

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## ALUMNI AND FUND RAISING RECORDS AND DATABASE

**Location:** Office of University Advancement

**Legal Authority of Collection:** Nipissing University Act, 1992

**Information Maintained:** Benefactor database (alumni, corporations, individuals and foundations), donor files. Personal information may include the following: name, address, home telephone number, e-mail address, fax number, date of birth, gender, marital status; spouse information, chapter affiliation, address rules, employment information, academic information, relation information, student number, contact comments, awards, scholarships, bursaries, activities and events; Additional information includes copies of newspaper and magazine articles, event programs, photographs, invoices, and probated wills.

**Uses:** To maintain a record of alumni and donor or potential donor information including bequests for promotional activities, for marketing special events and for fundraising

**Users:** Offices of Alumni, Advancement, Fundraising, President

**Individuals in Bank:** Alumni and Donors

**Retention and Disposal:** Minimum – one year retention Disposal - Destruction

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## **BOARD OF GOVERNORS RECORDS AND DATABASE**

**Location:** Office of the President

**Legal Authority of Collection:** Nipissing University Act, 1992

**Information Maintained:** Board of Governors membership information such as name, phone address, business and telephone number, email, resumes; board and committee minutes and correspondence.

**Uses:** Contact Information for board and university related activities

**Users:** Offices of President, Vice-Presidents and University Advancement

**Individuals in Bank:** Past and present members of the Board of Governors

**Retention and Disposal:** Minimum – one year retention Disposal - Destruction

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## **COUNSELING AND DISABILITY SERVICES RECORDS AND DATABASE**

**Location:** Student Affairs – Counseling and Disability Services Department

**Legal Authority of Collection:** Nipissing University Act, 1992

**Information Maintained:** Student information for counseling and disability services: permanent home address and telephone number, medical information, tests, examination and assessments

**Uses:** Counseling and Disability Services

**Users:** Student Affairs – Counseling and Disability Services Department and other university departments on a need to know basis

**Individuals in Bank:** Students

**Retention and Disposal:** Minimum – one year retention Disposal - Destruction

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## **FINANCIAL RECORDS AND DATABASE**

**Location:** Vice-President, Finance and Administration and Finance Office

**Legal Authority of Collection:** Nipissing University Act, 1992

**Information Maintained:** Financial records such as budgets, accounts payable, accounts receivable, financial statements and reports, investment records, tax records, credit card transactions

**Uses:** Budget and investment planning, processing accounts payable and collecting account receivables, personal tax records,

**Users:** Vice-President, Finance and Administration, Finance Department and other university departments on a need to know basis

**Individuals in Bank:** Students, Faculty, Staff, Vendors

**Retention and Disposal:** Minimum – one year retention Disposal - Destruction

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## **FINANCIAL AID, ONTARIO STUDENT ASSISTANCE PROGRAM, SCHOLARSHIP AND BURSARIES RECORDS AND DATABASE**

**Location:** Financial Aid Office

**Legal Authority of Collection:** Nipissing University Act, 1992 and Ministry of Training, Colleges and Universities

**Information Maintained:** Student and parental information such as name, student ID number, Social Insurance Numbers, home address, home and business telephone numbers, financial information.....

**Uses:** Determine eligibility for Ontario Student Assistance Programs (OSAP) and Scholarship and Bursaries

**Users:** Financial Aid Office and Ministry of Training, Colleges and Universities and other university departments on a need to know basis

**Individuals in Bank:** Students and parent information

**Retention and Disposal:** Minimum – one year retention Disposal - Destruction

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## **HUMAN RESOURCES RECORDS AND DATABASE**

**Location:** Human Resources Department, Office of the Deans, Vice-Presidents

**Legal Authority of Collection:** Nipissing University Act, 1992

**Information Maintained:** Employee information such as name, spouse's name, children's names, home address, home telephone number, resume, benefit information, workload calculations, employee evaluations, .....

**Uses:** Human Resources Functions

**Users:** Employees in Human Resources, Deans and Vice-President's Offices

**Individuals in Bank:** Faculty and Staff

**Retention and Disposal:** Minimum – one year retention Disposal - Destruction

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## **INFORMATION TECHNOLOGY RECORDS AND DATABASE**

**Location:** Information Technology/Help Desk Department

**Legal Authority of Collection:** Nipissing University Act, 1992

**Information Maintained:** Faculty, Staff and Student identification photo/card database, information technology order tracking and help desk request records

**Uses:** Photos are used on identification cards that are used to access library, athletic centre, computer labs and other university related activities; help desk records are used to track and respond to information technology inquiries

**Users:** Information Technology Department, Residence, Faculty of Education Department and other university departments on a need to know basis

**Individuals in Bank:** Faculty, Staff and Students

**Retention and Disposal:** Minimum – one year retention Disposal – Destruction

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## **LIBRARY RECORDS AND DATABASE**

**Location:** Library

**Legal Authority of Collection:** Nipissing University Act, 1992

**Information Maintained:** Faculty, Staff and Student library loan records

**Uses:** Circulation records to track due dates of books, statistics reports and planning purposes

**Users:** Library staff

**Retention and Disposal:** Minimum – one year retention Disposal – Destruction

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## **PRACTICE TEACHING RECORDS AND DATABASE**

**Location:** Dean of Education and Practice Teaching Department

**Legal Authority of Collection:** Nipissing University Act, 1992

**Information Maintained:** Student information for Practice Teaching Placement, Board Contact Information, permanent home address and telephone number, placement comments

**Uses:** Placement, Contact Information

**Users:** Practice Teaching and Dean of Education Departments  
Individuals in Bank: Past and Current Faculty of Education students, Faculty Advisors

**Retention and Disposal:** Minimum – one year retention Disposal - Destruction

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## **RESIDENCE AND CONFERENCE SERVICES RECORDS AND DATABASE**

**Location:** Student Residences

**Legal Authority of Collection:** Nipissing University Act, 1992

**Information Maintained:** Student information such as name, student ID number, home address and telephone number, date of birth, emergency contact information, room and telephone extension assignment, room-mate compatibility questionnaire, student photographs; security logs, incident reports and video surveillance tapes; student employment applications, conference accommodation registration, credit card information and transactions.

**Uses:** Room assignment, emergency contact information, promoting residence programs, disciplinary notices, summer conference registration

**Users:** Residence and Conference Services staff and other departments on a need to know basis

**Individuals in Bank:** Residence Students and Summer Conference Registrants

**Retention and Disposal:** Minimum – one year retention Disposal - Destruction

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## **STUDENT RECORDS AND DATABASE**

**Location:** Office of the Registrar, Student Affairs and other Academic Departments

**Legal Authority of Collection:** Nipissing University Act, 1992

**Information Maintained:** Student information such as name, student ID number, Social Insurance Number, home address, home and business telephone numbers, admissions information and transcripts, grades, reference checks and letters, graduation information, recommendations, academic advising notes, degree audits, overload requests, health and medical notes, counseling, student resumes

**Uses:** Student admission, registration, academic and personal counseling, student employment

**Users:** Registrar, Deans, Financial Aid, Finance, Student Affairs, Academic Advising, Counseling, Student Placement and other university departments on a need to know basis

**Individuals in Bank:** Students

## **Retention and Disposal: Minimum – one year retention Disposal - Destruction**

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### **COMMON RECORDS**

*Common Record (CR) - a personal information bank that is common to more than one department.*

Appointment Calendars  
Exams – Current and Past  
Student Employment Files and Records  
University Department Files  
University Committee Minutes

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### **PUBLIC RECORDS/MANUALS**

*Public Record (PR) - a record containing personal information that is available to all members of the public on an equal basis. Manuals designated under FIPPA to be accessible to the public/reading room*

Administrative Policies and Procedures Manual  
Emergency Preparedness Plan  
Telephone and Voice-Mail Instructions  
Acceptable Computer Use Policy

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### **GENERAL RECORDS**

*General Record (GR) - any record not considered to be a personal information bank or a public record, but are unique to the function of the organization.*

Academic Course Calendar  
Academic Planning Committee Files and Records  
Animal Care Committee Files and Records  
Art Collection Files and Records  
Auditors Files and Records  
Classroom Technology Inventory Records  
Collective Agreements  
Computer/Laptop/Lab Software Inventory Records  
Contracts and Agreements  
Copyright Files and Records  
Corporate Credit Card Information/Applications  
Council of Ontario Universities Files and Records  
Department Meeting Minutes  
Faculty Publications  
Freedom of Information and Protection of Privacy Policies  
Funding and Grant Allocation Reports and Files  
Insurance Policies and Files  
Investment Files and Records  
Liquor License Files and Records  
Native Classroom Assistant Program Files and Records  
Native Teacher Certification Program Files and Records  
Nursing Program Files and Records

Operating Budget  
Pension and Benefit Committee Files and Records  
Physical Plant Files and Records: floor plans, office and space inventories, allocation of key inventory, housekeeping/maintenance logs  
Photocopy Usage and Allocation Files  
Senate Committee Files and Records  
Strategic Research Plan  
Student Employment Statistics  
Tender and Proposal Files and Records  
Undergraduate Program Reviews Audit Committee Files and Records  
University Curriculum Files and Records  
University Research Council Files and Records  
University Telephone Directory

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## **READING ROOM**

**Nipissing University's reading room is located in the Education Centre Library. Members of the public, faculty, staff and students will be able to access the following collection of policies and procedures in this reading room.**

Nipissing University Administrative Policies and Procedures

Collective Agreements

Academic Calendar

Current Operating Budget

Current Financial Statement

Student Services Policies

Human Resources Policies