

No record stays in the Records Centre permanently.

Examples of the kind of semi-active records that can be sent to the Records Centre include: student records for students no longer involved with your department, staff files for recent former employees, official correspondence from previous years, etc.

Should I send my files to the Archival Collection instead of the Records Centre?

The Archival Collection is for inactive records that have a permanent historical value. It is not expected that

request material from the records centre at any time Using the Record Access Request Form. Please fill out a Department Retrieval Authorization Form if you want people other than the person whose name is on the Transfer Form to have access to the material.

Who can look at material in the Records Centre?

Material in the Records Centre is considered to be restricted, and people from other departments and researchers will not be able to access the material without getting permission from your department first.

How are Freedom of Information/Protection of Privacy (FOIPOP) requests handled?

The Records Centre does not directly handle FOIPOP
Formal FOIPOP requests are subject to formal procedures and regulations, and are handled in confidence in consultation with the appropriate departments and individuals. The current FOIPOP Administrator is Madeleine Lefebvre, University Librarian

website, as well as copies of the required forms. These forms can be found on the Archives web site (click on Records Centre) or by calling us at 420-5508.

How do I get access to my material?

Consult our