
PLANNING & ANALYSIS

Description: Consists of records relating to workforce planning at the university. Records may include assessments of workforce requirements including equity and diversity planning; development plans and projects; identification and evaluation of options for meeting workforce requirements; internal analysis and reports; census information conducted to determine characteristics of the workforce; committee records (e.g., Equity and Diversity Advisory Committee) and records documenting succession, restructuring plans; including notes or reports, or organizational reviews.

Filing Guidelines: Records must be securely stored until final disposition. It is the responsibility of the Department of Human Resources to maintain any records that are submitted to HR from the Unit. Once submitted to HR, the Unit is deemed to have a copy. Copies are considered transitory records and should be disposed of according to the Information Management policy. All other related records, including assessments and reviews, that may take place at the unit-level will adhere to the retention defined within this schedule.

MUNCLASS Function:	Human Resources (HR)
Responsible Unit(s):	Department of Human Resources, Office of the Vice-President (Administration and Finance), Office of Faculty Relations, Office of the Provost and Vice-President (Academic), Office of the President or Unit
Retention:	Superseded/Obsolete
Disposition:	Selective Retention
Media:	Paper and/or electronic
Authority:	Anticipated Operational Use