

Cross References

- ☐ For records relating to the education of university personnel (non-ARMD staff) in the services provided by ARMD and for records relating to

HRS003 Personnel⁸

-01	General	PR/ER	CY + 1 yr	5 yrs	CY + 6 yrs	SR	C
-20	Academic Employees (Continuing) ⁹	PR/ER	See RRSDA	-----	See RRSDA	D	E
-21	Academic Employees (Non-Continuing) ¹⁰	PR/ER	See RRSDA				

ADDITIONAL SCOPE NOTES

¹ Human Resources (General)

Use for records relating to human resources generally, but which do not fall under any more specific primary in this subject heading.

² Reference Letters

Use for letters of reference written by ARMD staff on behalf of former students and

Close old files and open new files (if needed) at the end /beginning of each calendar year (i.e. time-based).

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