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| **APPENDIX 1**  **Counselling & AES Disposition Schedule** | | | | | | | | |
| Coding for “Record Security” (indicates degree of record security):  **High** - Protection of data is required by law or College Policy, practice and regulations;  **Medium** - Protection of data is not otherwise protected by statute or regulation, but Fleming has a contractual obligation to protect the data;  **Low** – Data has no requirement for confidentiality. | | | | | Coding for “Years” (indicates retention length):  A = Length of time retained in active records  D = Length of time retained in dormant area  FY = Fiscal Year (April 1 to March 31)  AY = Academic Year (September 1 to August 31)  CY = Calendar Year (January 1 to December 1) | | | |
| **Item** | **Record Security**  *(see above)* | **Record Type or Category** | **Format** | **Office of Primary Interest** | **Location** | **Active and Dormant (offline) retention** | **Total Retention** | **Final Disposition** |
| 1. | High | Counselling and AES Case Files | Paper | Counselling | Filing Cabinet Room 254 & 254B | A=As long as they are a student  D=10yrs where client is under 18; 10 years after the client's 18th birthday | 10 years | Shred- Iron Mountain arranged through Physical Resources |
| 2. | High | Counselling and AES Case Files | Electronic | Counselling | Shared Drive Y:  (clockwork) | A=As long as they are a student  D=10yrs where client is under 18; 10 years after the client's 18th birthday | 10 years | Delete |
| 3. | High | Psychiatric Files | Paper | Counselling | Filing Cabinet - Room 254 & 254B Only copies are kept in student files | A=As long as they are a student  D=15yrs | 15 years | Shred- Iron Mountain arranged through Physical Resources |
| 5. | High | Intake Forms | Paper | Counselling | Filing Cabinet Room 254 & 254B original intake forms are kept in student files. | A=As long as they are a student  D=10yrs where client is under 18; 10 years after the client's 18th birthday | 10 years | Delete |