

Record Retention Schedules

Legend

T= Trigger as noted FY=Fiscal year C= Calendar year

Office of Primary Interest	Schedule Code	Record Type	Total Retention	Trigger	Disposition	Description
Governance (President's Office)	PO 1-100	Policy Documents	Permanent	None	Archive	Final approved policies, procedures and other related documents. Includes the final minutes of Board of Governors meetings, by-laws and other governing documents, Board of Governors policies and procedures, terms of reference for sub committees, lists of all Board and committee memebers.
Governance (President's Office)	PO 1-101	Board of Governors	Permanent	None	Archive	Includes final agendas, draft minutes, supporting materials for the Board of Governors meetings and associated sub committees.
Governance (President's Office)	PO 1-102	Board of Governors Meetings	T+20	End Academic Year	Secure Destruction	All records related to nomination, election, ballots, election results, etc. for Board and sub committee members.
Governance (President's Office)	PO 1-103	Elections for Board and Sub Committees	T+7	End Academic Year	Secure Destruction	Settlements and documents related to settlements.
Governance (President's Office)	PO 1-104	Legal Permanent Files	Permanent	None	Archive	Records related to claims, complaints, litigation that includes correspondence, case files, investigations, notices or subpoenas, legal opinions and advice. Excludes: Settlements and documents related to settlements.
Governance (President's Office)	PO 1-105	Legal	T+7	File Closed	Secure Destruction	Final signed versions of Agreements and Contracts that the College is a party to.
Governance (President's Office)	PO 1-106	Agreements and Contracts	Permanent	None	Archive	Documents tracking the disposition of all College Records.
Governance (President's Office)	PO 1-107	Records Disposition	Permanent	None	Archive	Includes annual tracking sheets, communication with privacy commisioner, access requests under FIPPA or PHIPA, internal communications related to the request, responsive record packages.
Governance (President's Office)	PO 1-108	Access to Information Requests	T+6	End of Appeal Period	Secure Destruction	All records relating to reporting required by the Provincial and Federal governments.
Governance (President's Office)	PO 1-109	Federal and Provincial Reporting	CY+10	End of Calendar year	Secure Destruction	All records that support, recommend, etc. institutional policy that is considered significant to issues or history of the College, including strategic planning, issues being lobbied, government led initiatives, etc.
Governance (President's Office)	PO 1-110	Institutional Record of Significance	Permanent	None	Archive	Records relating to committees, includes agendas, meeting minutes, packages, membership lists, etc.
(Department that owns Committee)	C 1-111	Committees	CY+7	End of Calendar year	Secure Destruction	Excludes: Board of Governors sub Committees, Board of Governors, Senior Management Meetings and any Committees with a legislated or other agreement that requires different retention.

(Department Signatory to Agreement)	C 1-112	Partnerships	T+7	End of relationship	Secure Destruction	All records relating to agreements and partnerships with external institutions, including formal communications, drafts and terms of agreements, reporting, ect. Excludes: final agreements, covered by Agreements and Contracts (permanent retention)
Academic Affairs	AA 2-100	Academic Appeals and Misconduct	T+7	Date of Decision	Secure Destruction	All documnetation related to academic disciplinary action, files compiled for academic appeals, meeting minutes and communications related to scheduling meetings and selecting panels. Excludes: decision letters and records of decision
Academic Affairs	AA 2-101	Course Material and Student Work	T+2	End of Academic Year	Secure Destruction	Includes all course materials provided to students such as lecture notes, assignments, tests, reading recourses. Includes completed student assignments, exams, tests.
Academic Affairs	AA 2-102	Program and Curriculum Development	Permanent	None	Archive	All records relating to the creation of new programs, changes to existing programs. Includes proposals, project charters, reference and research materials, surveys, etc.
Academic Affairs	AA 2-103	Accredications	Permanent	None	Archive	All records relating to the accreditation of College programs by external bodies. Includes all documents required for submission, site visit reports, responses, final decisions, any reports required, complaints, appeals, etc.
Academic Affairs	AA 2-104	RECO Agreement Documents	25	End of Program/Fiscal Year	Destruction	All documents related to the admission, administration, etc. of the Real Estate Education Programs.
Human Resources	HR 3-100	HR Permanent Employee Files	Permanent	None	Archive	Records relating to employee contact information, employment history, compensation, promotions. Excludes: performance reviews (separate schedule), benefits (separate schedule), resumes, offer letters.
Human Resources	HR 3-101	HR Non Permanent Employee Files	T+7	End of Employment	Secure Destruction	Includes appointment letters, salary change letters, termination documents.
Human Resources	HR 3-102	Performance Reviews (Non Faculty)	FY+7	End of Fiscal Year		All documents related to performance reviews.
Human Resources	HR 3-103	HR Recruitment	T+2	Competition Closed	Secure Destruction	All records pertaining to hiring for a position including the posting, screening criteria, interview questions, responses, assignments submitted in process, list of candidates, reference checks and notes, verifications of education, background checks
Human Resources	HR 3-104	Employee Termination	CY+7	End of Calendar Year	Secure Destruction	All records relating to the termination of employees, including planning, implementation, notifications to IT and Finance, etc.
Human Resources	HR 3-105	Pension Plan	Permanent	None	Archive	All records relating to pensions of employees, including enrollment, optional contributions, beneficiaries, correspondence relating to.
Human Resources	HR 3-106	Benefits Plan	Permanent	None	Archive	All records relating to agreements with benefits providers, plans, explanations of benefits, etc.

Human Resources	HR 3-107	Employee Benefit Files	T+7	End of Employment	Secure Destruction	Includes records relating to employee enrollment in plans, forms for optional contributions, beneficiaries, continuance of benefits on leaves, etc. All records for Short Term and Long Term Disability case files for employees.
Human Resources	HR 3-108	Disability Case Files	T+7	End of Employment	Secure Destruction	Includes: forms for initiation, documents for transition to long term, correspondence, accomodations, return to work plans, etc. All records relating to matters of discipline, including investigations, incident reports, meetings, interviews, etc.
Human Resources	HR 3-109	Discipline Files	T+7	Last Action	Secure Destruction	Excludes files that escalate to disciplinary files. Includes complaints, correspondence, meeting records.
Human Resources	HR 3-110	Complaints	T+7	Last Action	Secure Destruction	All documents related to collective bragaining with unions.
Human Resources	HR 3-111	Collective Bargaining	Permanent	None	Archive	All documents related to grievances submitted by unionized employees, arbitration resulting from, or any other processes used for resulation. Includes complaints, correspondence, decisions, etc.
Human Resources	HR 3-112	Grievances and Arbitration	Permanent	None	Archive	All documents related to payment of employees. Includes Pay stubs, direct deposit information, T4s, T4As, change forms.
Finance	F 4-100	Payroll	FY+7	End of Fiscal Year	Secure Destruction	All records of payments made by the College.
Finance	F 4-101	Accounts Payable	FY+7	End of Fiscal Year	Secure Destruction	All records of all payments received by the College.
Finance	F 4-102	Accounts Recievable	FY+7	End of Fiscal Year	Secure Destruction	All records related to the issuing, change and use of credit cards. Reconciliation packages including the invoices and other supporting documents.
Finance	F 4-103	Credit Cards	FY+7	End of Fiscal Year	Secure Destruction	Forms for delegating authority or giving signing authority.
Finance	F 4-104	Signing Authority	T+7	Updated	Secure Destruction	All work and entries completed in Evolve. Including transactions, general ledger and sub ledgers for all Finance units.
Finance	F 4-105	Ledger	Permanent	None	Archive	Documents related to grants and other financial agreements.
Finance	F 4-106	Grants and Agreements	FY+7	End of Agreement	Secure Destruction	All records created in the process of procurement, includes request proposals, bids, vendor correspondence and payment information.
Finance	F 4-107	Procurement	T+7	Bid Awarded	Secure Destruction	All records created in the creation of the annual College budget.
Finance	F 4-108	College Budget	FY+7	End of Fiscal Year	Secure Destruction	Financial reports excluding annual audited financial statements, including investment reports, year end reports, copies of working documents provided to auditors.
Finance	F 4-109	Reports and Audits	FY+7	End of Fiscal Year	Secure Destruction	Includes final audited statements.
Finance	F 4-110	Audited Financial Statements	Permanent	None	Archive	Includes records related to investment management, including transfers, reports.
Finance	F 4-111	Investment Management	FY+7	End of Fiscal Year	Secure Destruction	All records relating to risk management, and risk management planning.
Finance	F 4-112	Risk Management	CY+7	End of Calendar year	Secure Destruction	Excludes: reports which fall into the Board of Governors materials.

Finance	F 4-113	Insurance Policies	Permanent	None	Archive	Includes all executed agreements, certificates of insurance and supporting documents.
Finance	F 4-114	Insurance Claims	T+3	Last Action of File	Secure Destruction	Records relating to claims, settlements, forms and reports, investigations, etc. that do not result in litigation.
Facilities	FSS 4-115	Campus Master Plan	Permanent	None	Archive	Final approved master plans for all campuses, and any supporting documentation. Excludes transitory records for the creation of the plan.
Facilities	FSS 4-116	Campus Projects	T+10	End of Project	Secure Destruction	All records related to projects supporting renovation and construction of campus facilities. Includes communication on planning, with external partners, charters, budgets, schedules, etc.
Facilities	FSS 4-117	Buildings and Maintenance	T+7	End of Fiscal Year	Secure Destruction	All records of regular maintenance, requests for service, etc.
Facilities	FSS 4-118	Vehicles	T+3	Disposition of asset	Secure Destruction	All documents related to vehicles, including purchase records, maintenance, incident reports, repairs. Includes motor vehicles, boats, etc.
Facilities	FSS 4-119	College Furniture	T+7	Disposition of asset	Secure Destruction	Documents inventorying furniture and similar assets owned by the College.
Facilities	FSS 4-120	WSIB Case Files	T+15	End of Case	Secure Destruction	All records related to accidents involving WSIB claims.
Facilities	FSS 4-121	Health and Safety Case Files	T+40	Date of Last Action	Secure Destruction	Records related to health and safety case files, including employee medical records, tests done to document dangerous substances.
Registrar's Office	RO 5-100	Working Draft Academic Calendar	CY+3	End of Calendar year	Secure Destruction	All records relating to the creation of the academic calendar for a given year. Includes drafts, research, etc.
Registrar's Office	RO 5-101	Academic Calendar	Permanent	None	Archive	The final version of the Academic Calendar produced for an academic year, and all subsequent edits made in year
Registrar's Office	RO 5-102	Academic Appeals and Misconduct Decisions	Permanent	None	Archive	Records relating to the final decisions of academic appeals and other academic misconduct.
Registrar's Office	RO 5-103	Admissions	T+2	Completion of Enrollment Cycle	Secure Destruction	Consists of records of the admission process including all materials required to make a decision on enrollment. This includes admission applications, correspondence, letters of recommendation, test scores and transcripts, offers of admission, rejection letters
Registrar's Office	RO 5-104	Student File Updates	T+2	Graduation	Secure Destruction	Documentation related to Evolve profile changes, or other requested updates. Including: application for graduation, changes of grades, changes of name, transfer credit requests, study permits, pre requisite waivers, etc.
Registrar's Office	RO 5-105	Student Record	Permanent	None	Archive	Personal information including contact information, OSAP, Scholarship, Financial Aid records, Course registration information, program changes, transcript
Registrar's Office	RO 5-106	Financial Aid and Award Case Files	C+7		Secure Destruction	Records relating to the decisions of and distribution of funds as awards, bursaries and scholarships.
Registrar's Office	RO 5-107	Financial Aid OSAP Documentation	Transfer to Ministry +3, retain +4		Secure Destruction	Records relating to supporting the distribution of OSAP funding, including change documentation, appeals, supporting records.

Registrar's Office	RO 5-108	Financial Aid and Award Distribution	Permanent	None	Archive	Records relating to funds distributed from Financial aid, scholarships/bursaries/awards, provincial loan documentaentation.
Registrar's Office	RO 5-109	Graduation List	Permanent	None	Archive	List of all graduates.
Student Experience	SE 5-110	Student Conduct Files	T+7	Last Action of File	Secure Destruction	Records regarding matters of non-academic discipline, including details of complaints, resolutions, investigation summaries, etc. Excludes: Record of decisions.
Student Experience	SE 5-111	Student Complaints	T+7	Last Action of File	Secure Destruction	Documents relating to student complaints, any investigation and steps taken to address the complaint. Excludes: Record of final decision.
Student Experience	SE 5-112	AES Case Files	T+10	Last Action of File	Secure Destruction	All documents in a student's case file, including appointments, doctor's notes, accomodation documentation, intake forms, any other files.
Student Experience	SE 5-113	Student Experience Department Plans	CY+5	End of Calendar year	Secure Destruction	Include records related to the delivery of Student Experience programing including athletics, library services, residence life, student success, tutoring, etc. Excludes: AES Case File. Separate Schedule.
Student Experience	SE 5-114	Co-Curricular Record	Permanent	None	Archive	Records relating to a student's approved co curricular activities.
Student Experience	SE 5-115	Library Services, Collection and Services	T+7	Last Action of File	Secure Destruction	Records relating to the acquisition of materials for the library including print materials, subscriptions, etc., records of lending and fines
Intelligence and Analytical Services	ITS 6-100	Institutional Data	Permanent	None	Archive	All records of data with instutitional significance, used for planning, demonstrating historical trends, required information for government submission, etc. Including enrollment data, awarded credentials, tuition, KPIs, retention. etc..
Intelligence and Analytical Services	ITS 6-101	College Survey Data	Permanent	None	Archive	Records relating to data collected for surveys at department and College levels, including internal and for government mandated surveys. Submissions may be considered transitory records once data is collected and aggregated.
IT Services	ITS 6-102	IT Assets Inventory, Repair	T+2	Disposition of asset	Secure Destruction	All records relating to the inventory of hardware assets, configuration settings, repairs and servicing.
IT Services	ITS 6-103	IT Asset Disposition	T+7	Disposition of asset	Secure Destruction	Records relating to the disposition of IT assets.
IT Services	ITS 6-104	User Access	Permanent	None	Archive	All records relating to authorized changes to user access, including new staff, changes to existing staff, etc.
IT Services	ITS 6-105	Student User Data	T+1	Graduation or Cease in Attendance	Secure Destruction	
Advancement and Alumni	AA 7-100	Donors and Gifts	Permanent	None	Archive	All student records created in electronic storage spaces allocated by the College.
Advancement and Alumni	AA 7-101	Alumni A+C24:C27ctivity	Permanent	None	Archive	All records relating to donor profiles, contact information, proposals, gifts, planning, correspondence, etc.
						All records relating to communications distributed to alumni by the College, volunteer activity, relevant correspondence, contact information.

Marketing and Recruitment	MR 7-102	Publications and Media Releases	Permanent	None	Archive	All final versions of marketing materials, external publications, etc. such as videos, press releases, newsletters, advertising posters.
Marketing and Recruitment	MR 7-103	Image, Recording and Speaker Consent	T+2	Disposition of asset	Secure Destruction	Includes electronic and paper consent forms for individual's image, voice, etc. to be used.
Applied Research/Other	AR 9-100	Proposals and Grant Applications	T+7	Last Action	Secure Destruction	All records created for proposals and grant applications to external funding sources. Includes application and any supporting documents, decision letters, etc.
Applied Research	AR 9-101	Research and Applied Project Files	Permanent	None	Archive	All records relating to research, data, etc. created or collected as part of a major project. Including team rosters, researchers, data and findings, funding contributors, etc.