

OLDS COLLEGE POLICY

Olds College recognizes the need for Policies and Procedures, and the need for staff and students to be familiar with and follow such policies and procedures. It is the policy of the Board of Governors that breach of College Policies or Procedures shall result in disciplinary measures up to and including suspension or termination. This applies to all College staff and representatives.

CATEGORY	A. General		
SUBJECT	Records Management and Disposition		
POLICY NUMBER	A 19		
CROSS REFERENCE	A18 Olds College Access and Protection of Privacy		
NEW \ REVISED			
Board of Governors	Administrative Services Committee	Academic Council	Common Issues
Date: June 19, 2014	Date: June 9, 2014	Date:	Date:

POLICY STATEMENT

Olds College will ensure effective records management practices are established by all departments to enhance the operational efficiencies of the College and, to adhere to the regulations set out in the Freedom of Information and Protection of Privacy Act, Alberta Regulation 200/95 of the Province of Alberta, with amendments up to and including Alberta Regulation 182/97 and the Alberta Regulation 161/98, Bill 37 and the Health Information Act (Apr/01).

Olds College has adopted the ITM Control Framework Developed by the Government of Alberta for its Enterprise Information Management (EIM)

PURPOSE

This policy will provide guidance for departments in the development of these standard business practices by providing definitions of records and guidelines for retention, storage, retrieval, disposition and archival practices.

SPECIFIC GUIDELINES

The Department Heads will be accountable for the implementation of all aspects of this policy and monitor compliance within his/her Department. It is an offence to destroy any records with the intent to evade a request for access to the records and, it is an offence to direct another person to destroy records with the intent to evade a request for access.

IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY

This policy will be reviewed every two years by the FOIP Coordinator and the Vice President, Student and Support Services. Revisions will be approved by the Board of Governors.

OLDS COLLEGE PROCEDURES

Olds College recognizes the need for Policies and Procedures, and the need for staff and students to be familiar with and follow such policies and procedures. It is the policy of the Board of Governors that breach of College Policies or Procedures shall result in disciplinary measures up to and including suspension or termination. This applies to all College staff and representatives.

SUBJECT AND POLICY NUMBER	A19 Records Management and Disposition
CROSS REFERENCE	A18 Olds College Access and Protection of Privacy

REVISED			
Common Issues	VPSS	VPAR	VPAD

1. Each department is responsible to appoint:

- a) a FOIP contact person, who will work closely with the FOIP Coordinator to receive, track and process all requests for information; and,
- b) a Records Custodian, who will be responsible for:
 - maintaining active records;
 - determining transitory records and inactive records on a yearly basis;
 - maintaining documentation of records stored, disposed and/or archived for the purpose of efficiencies of records management practices and in order to respond to FOIP requests
 - collecting and coordinating all requested records if a FOIP request is received.
 - preparing storage containers marked appropriately on the exterior of the container
 - ensuring that inactive records are transferred to the designated storage area. The records will remain the responsibility of the transferring department up to and including disposal
 - ensuring that disposal of records as set out in their Retention Schedule takes place on an annual basis on or before June 30th. The department’s Records Custodian should authorize the disposal of all records. Departments must provide the FOIP Coordinator with revised Retention Schedules;
 - adhering to the recommended methods of disposal

2. Permanent/Archival Records: Permanent records (such as Board minutes) must be protected and maintained even if they are no longer required for immediate business use. If electronic records are the medium, the department is responsible to confer with the Information Systems Department for maintenance procedures.

3. Retention Schedules: Departments have the responsibility and authority to develop their individual retention schedules while adhering to the FOIP regulations and definitions as outlined in this policy. It is the responsibility of each department to provide the FOIP Coordinator and Record Custodian with their retention schedules (and revisions) on a yearly basis.

4. Transitory Records Disposition: The decision to dispose of transitory records depends on whether or not the records are confidential. Transitory records that contain personal or sensitive information should be shredded.

5. Records Disposition

It is good College business practice to dispose of records in an organized, authorized manner. The “Categories of Records - Guidelines” found in the APPENDIX includes recommendations for disposition. The authorization for disposition should be in a format that is organized and with approval of department managers. No records should be destroyed or erased prior to the minimum retention periods established.

Records and information on accounts, budgets, financial transactions, supplies, invoices, travel, buildings, accommodation, facilities issues, and other administrative records are generally without enduring value and can be retained for significantly shorter periods of time than similar records held by departments and units which are directly responsible for these operational functions.

Physical format: Paper records can be recycled (if confidential and/or personal information is not evident); shredding of most documents is recommended before disposal. Records on electronic media are deleted through a specific action or erased automatically after a specified period of time.

APPENDIX TO POLICY A19

Appendices that are attached to Policy A19 are intended to be statements of clarification and Operation and are NOT intended to be part of the Content of the Policy

DEFINITIONS

- A. Record:** A record is any information in any form, including books, documents, maps, drawings, photographs, letters, memos, vouchers, papers, notes, images, audiovisual, recordings, x-rays and any other information that is written, photographed, recorded or stored in any manner, but does not include software (itself) or any mechanism that produces records.
- **Transitory Records:** Are records that are short-term, immediate or of no value to the organization.

LABELS FOR STORAGE CONTAINERS OF ARCHIVED RECORDS

Example:

Type of file:	OPERATIONAL RECORDS
Dates:	1985 - 1990
Department name:	Agricultural Mechanics
Contact person:	Joe Blow
Date of disposal:	January, 1994

Olds College Notification of Disposition

Description

Box # _____ Type of Records: _____

Department Name: _____

Contact Person: _____

Date for disposal/transfer to archives: _____

Brief description of contents of box: _____

Approved by:

Name: _____ Title: _____

Signature: _____ Date: _____

In accordance with the Records Retention Schedule and Disposal Authority, the records described above have been disposed of in the following manner:

_____ Shredded and destroyed

_____ Transferred to Archives Location: _____

_____ Recycled

By: _____ Date: _____
(Print Name)

Signature: _____

CATEGORIES OF RECORDS - GUIDELINE

RECORDS	Operational	Admin	Responsibility	Orig/Duplicate	Mediums	Recom. Retention	Archive - Y/N Recom./Period	Comments/Action
1. Act & Legislation								
- Colleges Act	X		Executive	O	P	For Life of Document	Y - 5 Years	Legal Implications - Historical Value
- Human rights	X		Executive	O	P	For Life of Document		Legal Implications - Historical Value
- FOIP	X		Executive	O	P	For Life of Document		Legal Implications - Historical Value
- Other	X		Executive	O	P	For Life of Document		Legal Implications - Historical Value
- Mission/Mandate/Vision	X		Executive	O	P	For Life of Document		Legal Implications - Historical Value
- Terms of Reference	X		Exec	O	P	For Life of Document		Legal Implications - Historical Value
			Depts	D				
2. Correspondence								
- General	X	X	Depts	O/D	P	3 - 5 Years	Opnl - 3 Yrs Adm 1Yr	
- Letters of Complaint/Actions		X	Depts	O/D	P	5 Years	No	
- Government Dept.	X	X	Depts	O/D	P	3 - 5 Years	2 yrs	
- Donor Info/Fundraising	X		Exec	D	P	3 Years as required	No	If Historic Info/Value
			Foundation	O			Yes	
- Cancopy Letters	X		Library	O	P	5 Years	Yes	If Historic Info/Value
- Letters of Permission	X		Depts	O	P	5 Years	Yes	If Historic Info/Value
3. Committees								
AC- Minutes	X		Executive	O	P	8 Years	Yes	Depts - keep copies For 1yr then dispose
			Depts					
AC - Agendas	X		Exec/Dept	O	P	8 Years	Yes	Depts - keep copies For 1yr then dispose
AC - Resolutions	X		Exec/Dept	O	P	8 Years	Yes	Depts - keep copies For 1yr then dispose
AC - Bylaws	X		Exec/Dept	O	P	8 Years	Yes	Exec - Archive for 2 yrs then dispose
- Correspondence		X	Exec/Dept	O	P	3 - 5 Years	2 Yrs Exec	Exec - Archive for 2 yrs then dispose
ACC - Minutes	X		Exec/Dept	O	P	8 Years	Yes	
- Agendas	X		Exec/Dept	O	P	8 Years	Yes	
- Resolutions	X		Exec/Dept	O	P	8 Years	Yes - (2) Years	Then Dispose
- Bylaws	X		Exec/Dept	O	P	8 Years	Yes	
- Terms of Reference	X		Exec/Dept	O	P	8 Years	Yes	Depts - keep copies for operational purposes
- Correspondence		X	Exec/Dept	O	P	5 Years	Yes - 2 Yrs Exec	Depts - dispose
(A) Department/AdHoc Comm.								
- Minutes		X	Depts	O	P	3 - 5 Years	Yes - 1 Year	Original kept by Chair of Com others - dispose 1 - 2 yrs
- Agenda		X		O	P	3 - 5 Years	Yes - 1 Year	Original kept by Chair of Com others - dispose 1 - 2 yrs
- Correspondence		X		O	P	3 - 5 Years	Yes - 1 Year	Original kept by Chair of Com others - dispose 1 - 2 yrs
(B) External Committees (Assoc. - Clubs)								
- Minutes		X	Depts	O	P	3 - 5 Years	Yes - 1 Year	Original kept by Chair of Committee
- Agenda		X	Dept	O	P	3-5 yrs	Y - 1 yr	Original Kept by Chair
- Correspondence		X	Dept		0 P	2 yrs	Y - 1 yr	
4. Policy Development								
- Preparation documents		X	Depts	O	P	3 yrs	N	Dispose after 2 - 3 yrs
- Approved Policies	X		Research	O	P	Active		Retain for historical purposes
			Depts	D		Inactive 7 yrs	Y 3 yrs	Dispose
5. College Planning (Academic/Support)								
- Facility Designs	X		Depts	O	P	Active	Y	Retain
						Inactive - 3 yrs	N	Business Services - Archive
- Preparation Document		X	Depts		P	3 yrs	N	
- Approved Document	X		Exec	O	P/PC		Y - 5 yrs	For life of Plan
			Depts	D			Y - 5 yrs	
- Surveys		X	Research	O	P	5 yrs	Y - 5 yrs	Access to
			Depts	D				10 yrs of Data - Then Dispose
- Needs Assessment		X	LES	O	P/PC	2 - 3 yrs	2 yrs	If historical - retain, If not confidential
			Depts	D				
6. Program and Program Development Records								
(A) Planning-Program/Proposals			Exec	O	P	5 yrs	Y - 5 yrs	For life of proposal/historical
			Depts	D			N	

CATEGORIES OF RECORDS - GUIDELINE

RECORDS	Operational	Admin	Responsibility	Orig/Duplicate	Mediums	Recom. Retention	Archive - Y/N	Comments/Action
- Accreditation Results	X		Exec	O	P	5 yrs	N	
			Dept	D			5 yrs	Historic value
- Preparation Documents		X	Depts	O	P	5 yrs	Y - 3 yrs	Dispose after 3 yrs
- Approved Documents	X		Dept	D	P	5 yrs	Y - 5 yrs	Historical value
			Exec	O	P/PC			
- DACUUM Documents/Charts		X	Depts	O	P/PC	2 - 3 yrs	Y - 1 yr	
- Access Proposals	X		Exec	O	P/PC	5 yrs	Y - 5 yrs	Historical value - then dispose
			Depts	D		2 yrs	Y 2 yrs	
(B) Course Development Info								
- Approved-Course Outline		X	LES	O	P	3 yrs		Active Keep - Exec (0)
			Exec/Dept	D	PC			Inactive - 5 yrs - Then Dispose
- Approved - Course profile		X	LES	O	P/PC	Active		Active Keep - Les - 0)
			Depts	D		Inactive 5 yrs		Inactive - 5 yrs - than dispose
- Instructional Aides(Videos/slides, etc.)		X	Dept	O	AV, etc	5 yrs	Y	If Historic Value
- Preparation - Course Outline	X		Dept		P	1 yrs	Y - 1 yrs	Banner will assist with tracking
				O	PC			Inactive - 5 yrs - Then dispose
- Preparation - Course Profiles	X				P	1 yr	Y -1 yrs	
			LES	O	PC			
- Course Materials	X		Dept	O	P/PC	3 Yrs	Y - 2 yrs	Dispose After 2 years
- SAIT Courses Materials	X		Dept	O	P/PC	Active		Retain
				D		Inactive - 3 yrs	N	Dispose
(C) Course Evaluations								
- Student Requested		X	Deans	O	P	O	N	Dispose after summarized
			Dept	D	P/PC	3 yrs		Dispose
- Other			Dept	O	P/PC	3 - 5 yrs	N	
(D) Minutes of Program Development Mtgs.		X	Dept	O	P/PC	3 yrs	Y - 3 yrs	Kept by department in charge
(E) Minutes of Advisory Comm.Meetings		X	Dept	O	P/PC	3 yrs	Y - 3 yrs	Kept by department in charge
(F) Promo Material (Internal ID Depts)								
- Preparation - documents		X	Dept	O	P	2 - 3 yrs	Y	
- Final documents		X	Dept	O	P	2 - 3 yrs	Y	Historic value - Retain
(G) Research Materials	X		Dept	O	P/PC	2 - 3 yrs	Y - 2 yrs	For life of agreement
- Agreements - Prep.		X	Dept		P/PC	2 - 3 yrs	Y - 2 yrs	For life of agreement
- Approved Agreements	X		Exec	O	P	2 - 3 yrs	Y - 5 yrs	For life of agreement & Historic value
			Depts	D	PC			
- Correspondence		X	Dept		P/PC	2 - 3 yrs	Y - 2 yrs	For life of agreement & Historic value
- Contracts - Prep		X	Dept	O	P/PC		Y - 5 yrs	For life of agreement & Historic value
- Contracts - Approved	X		Bus Servs	O	P	Life of Agreement	Y - 5yrs	Then Dispose
(H) Apprenticeship Records								
- Correspondence		X	Dept	O	P/PC	3 - 5 yrs	N	Final results kept by apprenticeship Board
- Student Info		X	Dept	O	P/B	3 - 5 yrs	N	Final results kept by apprenticeship Board
- Mark Sheets		X	Dept	O	P	3 - 5 yrs	N	Final results kept by apprenticeship Board
- AECD Reports		X	Dept	O	P	3 - 5 yrs	N	Final results kept by apprenticeship Board
- Attendance		X	Dept	O	P/B	3 - 5 yrs	N	Final results kept by apprenticeship Board
(I) Animal Records (Variety)								
- Radiology Records		X	Dept	O/D	P/PC	3 - 5 yrs	N	
- AHT Oaths		X	Dept	O/D	P/PC	3 - 5 yrs	Y - 5 yrs	
- Fish & Wildlife Exhibit		X	Dept	O/D	P/PC	3 - 5 yrs	Y - 5 yrs	
- Control Drug Logs		X	Dept	O/D	P/PC	3 - 5 yrs	Y - 5 yrs	
- Licensing Exams		X	Dept	O/D	P/PC	3 - 5 yrs	Y - 5 yrs	
7. Trade Shows:								
- Applications & Info		X	Dept	O	P	1 yr	1 yr	
8. Industry Files								
- Correspondence		X	Dept	O	P	3 yrs	Y 2 -3 yrs	
- Agreements/Contracts	X		Exec/Bus Serv	O	P	3 yrs	Y 3 - 5 yrs	For Life of Agreement
			Dept	D			No	
- Program Development		X	Dept	O	P	3 yrs	Y 2 -3 yrs	
- Course Outlines		X	Dept	O	P	3 yrs	Y 2 -3 yrs	

CATEGORIES OF RECORDS - GUIDELINE

RECORDS	Operational	Admin	Responsibility	Orig/Duplicate	Mediums	Recom. Retention	Archive - Y/N	Comments/Action
- Course Profiles		X	Dept	O	P	3 yrs	Y 2 -3 yrs	
- Progress Reports/Summaries	X		Dept	O	P	3 yrs	Y 2 -3 yrs	
- Itineraries		X	Dept	O	P	2 yrs	Y 1 - 2 yrs	
- Memo of Understanding	X		Dept	O	P	5 yrs	Y 3 yrs	If histoic value
9. Financial Records								
- Operating Budget - Prep. document		X	Dept	O	P	2 yrs	N	
- Operating Budget - Approved	X		Bus Serv	O	P	5 Yrs	y 2 yrs	As per Audit Requirements
			Depts	D		2 Yrs	N	
- Capital Budget - Prep. document		X	Depts	O	P	2 yrs	N	
- Capital Budget - Approved	X		Bus Serv	O	P	5 yrs	y 2 yrs	As per Audit Requirements
			Depts	D		2 yrs	N	
- Financial Statements	X		Bus Serv	O	P	5 yrs	Y 2 yrs	As per Audit Requirements
- Invoices - A/R	X		Bus Serv	O	P	5 Yrs	Y 2 yrs	As per Audit Requirements
- A/P	X		Bus Serv	O	P	5 yrs	y 2 yrs	As per Audit Requirements
- Purchase Orders		X	Bus Serv	O	P	5 Yrs	Y 2 yrs	As per Audit Requirements
			Depts	D		1 yr	N	
- Purchase Requisitions		X	Bus Serv	O	P	5 yrs	Y 2 yrs	As per Audit Requirements
			Depts	D		1 yr	N	
- Maintenance Reports		X	Depts	O	P	3 yrs	Y 2 - 3 yrs	
- Vendors		X	Bus Serv	O	P	5 yrs	Y 2 yrs	As per Audit Requirements
			Depts	D		2 - 3 yrs	N	
- Tenders - Originals	X		Bus Serv	O	P	5 yrs	Y 2 yrs	As per Audit Requirements
			Depts	D		1 yr	N	
- Submissions		X	Bus Serv	O	P	5 yrs	Y 2 yrs	As per Audit Requirements
			Depts	D		N	N	
- Award of Tender	X		Bus Serv	O	P	5 yrs	Y 2 yrs	As per Audit Requirements
			Dept			No	N	
- Receipts		X	Bus Serv	O	P	5 yrs	Y 2 yrs	As per Audit Requirements
- Standing Orders	X		Bus Serv	O	P	5 yrs	Y 2 yrs	As per Audit Requirements
- Cancopy - Log Sheets		X	Dept	O	P	2 - 3 yrs	Y 1 yr	L.A.C.
- Payment Records	X		Bus Serv	O	P	5 yrs	Y 2 yrs	L.A.C.
			Dept	D		2 yrs	N	
- Copyrighting	X		Dept	O	P	5 yrs	Y 2 yrs	L.A.C.
- Equipment - Lists (Variety)		X	Dept	O	P	2 yrs	N	Or for Period of Use
- Record of Loan	X		Dept	O	P	3 yrs	N	
- AV		X	Dept	O	P	3 yrs	N	
- Meter Readings		X	Bus Serv	O	P	5 yrs	2 yrs	For Audit Purposes
			Dept	D		2 yrs	N	
- Inventories		X	Depts		P	3 yrs	2 yrs	
- Suppliers								
- Correspondence		X	Bus Serv	O	P	5 yrs	Y - 2 yrs	For Life of Contract or For Operational Purposes
			Depts	D		3 yrs	N	
- Contracts	X		Bus Serv	O	P	5 yrs	Y - 2 yrs	Audit purposes
			Depts	D		2 yrs	N	
- Safety & Inspection		X	Depts	O	P	3 yrs	Y - 3 yrs	
10. Subscriptions		X						As required
11. Marketing/Communications								
- Advertising Records		X	Dept	O	P	Y - 5 yrs	N	
- Advertising Invoices		X	Dept	O	P	Y - 5 yrs	N	
- College Events - Prep Records		X	Dept	O	P	Y - 2 yrs	Y - 2 yrs	
- Final Records		X	Dept	O	P	Y - 5 yrs	Y - 2 yrs	
12. Miscellaneous Reports								
- Weather Reports		X	Dept	O	P		Y	Historic Value
13. Human Resources								H.R. Houses all Original H.R. Documents
- Contract Personnel	X		H.R.	O	P		Y - 7 yrs	H.R. - For Length of Employment

CATEGORIES OF RECORDS - GUIDELINE

RECORDS	Operational	Admin	Responsibility	Orig/Duplicate	Mediums	Recom. Retention	Archive - Y/N	Comments/Action
- By Students		X	Instructors	O	P	N		Instructors Info not under FOIP
- By Deans		X	Depts	O	P	Term of Employment	Y as per H.R. Record	Under FOIP - Depts Responsibility
- Committee Notes		X	Depts	O	P	5 Yrs	Y - 2 yrs	
- Yearly Perf App.	X		H.R.	O	P	10 yrs	5 yrs	For Length of Employment
			Dept.	D		Dispose	N	Under FOIP Act
- Examinations								
- Original Sample - Blank		X	Depts	O	P	As Desired	Y	Historic Value
- Completed Exams		X	Depts	O	P	End of Term the follow	N	Dispose in June yearly - the following academic year
- Preparation Documents		X	Depts	O	P	1 - 3 yrs	N	As required
- Grades	X		Client Serv	P/B	P	Forever	Y	On Student Info System
- Assignments/Quizzes								
- Originals		X	Depts	O	P	As Desired	Y	Historic Value
- Completed Exams		X	Depts	O	P	End of Term the follow	N	Dispose in June yearly - the following academic year
- Preparation Documents		X	Depts	O	P	3 Yrs	N	
- Grades		X	Depts	O	P/B	End of Term	N	Dispose in June yearly
- Master Timetables	X		Client Service	O	P	3 - 5 yrs	N	Dispose in June yearly - the following academic year
			Depts	D				
- Working Copies		X	Depts	O	P	2 yrs	2 yrs	
- Faculty Development								
- Agendas/Mins of Mtgs		X	VP.ACAD	O	P	5 yrs	Y - 2 yrs	
- Applications for Staff Dev Funding		X	VP.ACAD	O	P	3 yrs		
- Accompanying Seminar Materials		X				3 yrs		
- Record of Approvals		X				5 yrs	Y - 2 yrs	
15. Personal Info Banks								To be finalized
- SIS		X						
- Residence		X						
- H.R.		X						
- Employer Job Listings		X						
16. Student Records								
- Applications	X		CS					
- Accepted						3 Yrs		From last active date - most recent app kept only
- Not Accepted			CS			1 Yr		Shred
- High School Transcripts	X		CS			3 Yrs		From last active date - most recent app kept only
- Enquiry Sheets	X		CS			P/B		Shred
- Enquiry Stats	X		CS		PC	C.S. - 0	Cubes - P. Play 10 yrs	Research
- Admissions Stats	X		CS	CS - O	PC	C.S. - 0	Cubes - P. Play 10 yrs	Research
				Dept - D				
- Correspondence		X	CS		PC	C.S. - 0 - 3 yrs		Shred
- Acceptance Letters	X		CS		S/S	C.S. - 0 - 3 yrs		SIS - in future
- Confirmation of Enrollment		X	CS	D		C.S. - 0 - 3 yrs		Requested by Student
- Add/Drop Forms	X		CS	O		CS - 5 yrs		Shred (Depts - 1 yr Cashier 7 yrs)
- Class Lists		X	instr	O	P	1 Yr		Shred
			CS			Maximum 1 yr		Shred
- Grades - Sheets	X		CS	CS - O		1 Yr	Y - CD	Prior 1985 - On CD. 1985 - Present - On SIS
- Withdrawal/Exit Forms	X		CS	CS - O		CS - 3 yrs		Shred (Depts - 1 yr Cashier 7 yrs)
				Dept - D				
- Name Change Lists	X		CS	O		CS - 3 yrs	4 yrs	
- Residence Student Lists	X		CS	CS - O		2 yrs	2 yrs	
				RES - D				
- Reference Letters (Admissions)	X		CS	O		1 - 2 yrs after complet	N	Shred
- Probation/Suspension Corres.	X		CS	O		3 yrs	N	
- Appeals - Correspondence	X		CS	O		5 yrs	N	Registrar's Office
- List of Students			CS	O		5 yrs	N	Registrar's Office
- Notes/Actions			CS	O		5 yrs	N	Registrar's Office
- Financial Aid Forms	X							
- Notice of Assessments			CS	D		1 yr	N	

CATEGORIES OF RECORDS - GUIDELINE

RECORDS	Operational	Admin	Responsibility	Orig/Duplicate	Mediums	Recom. Retention	Archive - Y/N	Comments/Action
- Loan Documents			CS	D		2 yrs	N	Housed in College Financial Aid Office
- Sponsor/Funding Corr			CS	O		1 yr	N	Housed in College Financial Aid Office
- Frank Grisdale Loans	X		CS					Housed in College Financial Aid Office
- Applications			CS/Bus	O		2 yrs	Y - 5 yrs	
- Cheques/Stubs			CS	O		2 yrs	Y - 5 yrs	
- Receipts			CS	O		2 yrs	Y - 5 yrs	
- Summary Sheet			CS	O				Hardcopy spreadsheet - 15 yrs
- Attendance Records		X	Depts	O		2 yrs	N	1 yr after Program Ends (Not Mandatory to keep)
- Medical Information		X	Health Serv	O		1 - 2 yrs	Y	1 yr after Program Ends
- Issues/Concerns/Notes		X	Depts	O		2 yrs	Y	1 yr after Program Ends
- Enrollment Reports/monthly	X		CS	O			Y	Histoical Info
- Enrollment Statistics	X		CS/Research	O			Y	Histoical Info
- Employer Contracts (Students)			Depts		PIB	4 yrs	N	Database
- Job Descriptions	X		Depts		P	2 yrs	N	Paper
- Accident Reports	X		Health Serv					
- WCB - Students	X		H.R.					
- Assessment/Testing Info	X		Coll Access	O				TVP/LAC
- Counselling Schedules		X	CS	O	PC	2 yrs	5 yrs	
- Counselling Files	X		CS	O	P.	7 yrs		2 yrs Current - Archive 5 yrs
- LAC Files	X		LAC			2 yrs	5 yrs	Cards - 2 yrs Curr - Archive 5 yrs
- PDF Forms		X	CS	O	P	N	N	
- Timetables		X	CS	O	P	N	N	On SIS
- Term Timetable Sch		X						
- Registration Information		X	CS	O	P	2 yrs	N	Admissions
- Calendar of Events		X	CS	O	P	5 yrs	N	In Calendars
- Registration Receipts (CE)		X	Extension	0 Mailed/Dept	P	No	No	For Audit Purposes (Originals Mailed to registrant)
			CS			3 yrs	y - 4 yrs	
- Awards/Scholarships - Individual files	X		CS	O	P		Y Indefinite	
- Info Booklet/Program	X		CS	O		5 yrs	Y Indefinite	Historic Value
- Application Forms	X		CS	O	P/PC	1 yr	N	On Access - Deleted Yearly
- Selection Process Docum.	X		CS	O		1 yr	N	
- List of recipients (WKG CON)	X		CS	O	P/PC	1 yr	Y	Historic Value (Excel)
- SFB - Binder		X	CS	O/D	P			
- ASAPA		X	CS	O/D	P			
- Misc Areas		X	CS	D	P	1 yr	N	
- Alberta Heritage Scholarship Fund		X	CS	D			Y	
- Student data repaid fees		X	CS	O		1 yr	Y	
- Fee Deferrals		X	CS	o	P			
			Bus Ser	D				
- Awards Ceremony	X							
- Final Doc Program	X		CS	O	P		Y	Historic Info (Winners) Hard Copy
- Student Counselling	X		CL	O	P	5-7 yrs	Y	Housed with/by Counsellor
17. Campus Facilities								
(A) Forms								
- Confined Space Hazard Assessment Pre-Entry Plan	X	X	Dept	O	P	2 yrs	Yes - 3 yrs	
- Confined Space Entry Permit	X	X	Dept	O	P	2 yrs	Yes - 3 yrs	
- Confined Space Hazard Assessment	X	X	Dept	O	P	2 yrs	Yes - 3 yrs	
- Equipment Maintenance Log	X	X	Dept	O	P	2 yrs	Yes - 3 yrs	
- Health & Safety Issue, Concern or Incident	X	X	Dept	D	P	2 yrs	Yes - 3 yrs	
- Inspection Checklist	X	X	Dept	O	P	2 yrs	Yes - 3 yrs	
- Inspection Forms - Bus Drivers	X	X	Dept	O	P	2 yrs	Yes - 3 yrs	
- Key Request	X	X	Dept	O	P	2 yrs	Yes - 3 yrs	
- Personal Protective Equipment Log	X	X	Dept	O	P	2 yrs	Yes - 3 yrs	
- Shipping Memos	X	X	Dept	D	P	2 yrs	Yes - 3 yrs	
- Stipulated Price Contract	X	X	Dept	D	P	2 yrs	Yes - 3 yrs	
- Vehicle Accident Report	X	X	Dept	D	P	2 yrs	Yes - 3 yrs	
- Vehicle Request	X	X	Dept	O/D	P	2 yrs	Yes - 3 yrs	

CATEGORIES OF RECORDS - GUIDELINE

RECORDS	Operational	Admin	Responsibility	Orig/Duplicate	Mediums	Recom. Retention	Archive - Y/N	Comments/Action
- Work Order Form	X	X	Dept	O/D	P	2 yrs	Yes - 3 yrs	
(B) Reports								
- License Vehicle Inspection Station	X	X	Dept	D	P	2 yrs	Yes - 3 yrs	
- Fire Alarm Drills	X	X	Dept	O	P	2 yrs	Yes - 3 yrs	
- Vehicle Booking Register	X	X	Dept	O	P	2 yrs	Yes - 3 yrs	
- Inspection Certificates	X	X	Dept	D	P	5 yrs	Yes - 2 yrs	
- Alberta First Call	X	X	Dept	O	P	2 yrs		
- Fire Alarm Reports	X	X	Dept	O	P	2 yrs		
- Recycle Instructions	X	X	Dept	D	P			
- Square Footage	X	X	Dept	O	P			
- Project Job Costing Records	X	X	Dept	O	P	5 yrs	Yes - 2 yrs	
- Utility Costs	X	X	Dept	D	P	2 yrs	Yes - 3 yrs	