

| | | |
|---------------------------------------|---------------------------|---|
| PARKLAND COLLEGE | CATEGORY A | BUSINESS ADMINISTRATION |
| RECORDS RETENTION AND DISPOSAL | POLICY #: OPR A-09 | APPROVED: DECEMBER 18, 2012 BY THE BOARD OF GOVERNORS REVIEWED: AUGUST 7, 2019 |

This policy outlines basic records management procedures to be followed by the College in order to manage College records in an effective and accountable manner.

A record is defined by *The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)* as “a record of information in any form and it includes information that is written, photographed, or electronic”. Records are the “institutional memory” of the organization; they are necessary for decision making, policy development, program implementation and for almost every aspect of day-to-day office work.

An official record can be an original record, the only copy of a record retained by the College, or any copy deemed to be the official record. The official record is retained to satisfy legal, fiscal, and administrative retention requirements included in this policy. Any additional copies of official records can be disposed of when they are no longer needed providing they contain identical information; an official record is identified; its completeness, authenticity and integrity is verified; and it is retained for the period of time required by this policy.

The retention schedule is applicable to records that fall under the above definition regardless of format. Certain material has no evidential, fiscal, administrative or historical value and therefore, is not subject to this policy. It can be destroyed when it is no longer needed.

This includes:

- Extra copies created for convenience of reference
- External Publications i.e. books, magazines, catalogues, advertising material
- Blank forms, obsolete stationary/forms
- Transitory records, i.e. drafts that do not document significant steps in the development of a document or are summarized or produced in other form.

| | | |
|---------------------------------------|---------------------------|---|
| PARKLAND COLLEGE | CATEGORY A | BUSINESS ADMINISTRATION |
| RECORDS RETENTION AND DISPOSAL | POLICY #: OPR A-09 | APPROVED: DECEMBER 18, 2012 BY THE BOARD OF GOVERNORS REVIEWED: AUGUST 7, 2019 |

POLICY

1. Records must be organized, retained for appropriate length of time, and disposed of in a safe and secure manner.
2. The same rules and retention periods apply to both, electronic, imaged and hard copy records.
3. When a department is purging files for storage, storage boxes should be clearly labeled with a description of contents and the appropriate date of disposal based on the disposal schedule. Each College department is responsible for annual disposal of its records.
4. All sensitive information to be destroyed by confidential shredding services.
5. If a particular record is not listed, use the retention period listed for a record that is similar in nature and kind. If you are unsure, the Executive Assistant will be responsible for contacting Saskatchewan Archives Board for direction.
6. All records must be removed from College owned or leased equipment before it is transferred outside of the College or disposed of by any other means.
7. A permanent record is defined as a record that is scheduled for permanent retention. It must be accessible and retrievable at any time and in a format that is cost effective and legally acceptable. When working with an electronic medium, it is recommended that storage for long-term preservation be carefully considered. Permanent records should be secured in a suitable environment, protected as much as possible against accidental destruction or loss.
8. The *Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)* states that documents containing personal information should be retained only as long as they are required for the purpose which they are created or collected. The attached retention schedule in this policy is a reasonable estimate of the time such records will be required. It is not the objective of this policy to outline in detail the requirements of LAFOIP.
9. Records should be destroyed in the presence of a witness. The Record Destruction Approval Form should be completed and retained. The form should include the list of documents being destroyed, date, location of the disposal, signature of approving manager and the signatures of the authorized persons witnessing the destruction.

| | | |
|---------------------------------------|---------------------------|---|
| PARKLAND COLLEGE | CATEGORY A | BUSINESS ADMINISTRATION |
| RECORDS RETENTION AND DISPOSAL | POLICY #: OPR A-09 | APPROVED: DECEMBER 18, 2012 BY THE BOARD OF GOVERNORS REVIEWED: AUGUST 7, 2019 |

PROCEDURE

The following retention schedule is guided by the authority of Section 11 of The Archives Act, being Chapter A-26, revised Statutes of Saskatchewan, 1978; however, the Saskatchewan Archives Board is no longer involved in the approval of records disposal and the audit of records management processes on behalf of Regional Colleges as per *The Archives Act 2004*.

FINANCE/ACCOUNTING

| RECORD | RETENTION PERIOD <i>(Indicates current fiscal year plus the number of years listed)</i> | DISPOSAL RECOMMENDATION |
|--|---|--------------------------------|
| Audited Financial Statements (included in Annual Report) | Permanent | Do not dispose |
| Audits (other) | 6 years | Shred/delete |
| Accounts Payable (Expense claims, Request for Cheques & Invoices) | 6 years | Shred/delete |
| Accounts Receivable (Request for Invoices - employee, student, and external) | 6 years | Shred/delete |
| Authorizations for expenditures (Cheque/Journal registers) | 6 years | Shred/delete |
| Bank Reconciliation (includes bank statements) | 6 years | Shred/delete |
| Budget revisions/submissions and related documentation (includes approved version) | 6 years | Shred/delete |
| Cancelled Cheques | 6 years | Shred/delete |
| Cash Receipts | 6 years | Shred/delete |
| Charitable donation receipts | 6 years | Shred/delete |
| CRA Charitable Information Returns | 6 years | Shred/delete |
| Credit card reconciliations, statements and receipts | 6 years | Shred/delete |
| Deposit Books | 6 years | Shred/delete |

| | | |
|---------------------------------------|---------------------------|---|
| PARKLAND COLLEGE | CATEGORY A | BUSINESS ADMINISTRATION |
| RECORDS RETENTION AND DISPOSAL | POLICY #: OPR A-09 | APPROVED: DECEMBER 18, 2012 BY THE BOARD OF GOVERNORS REVIEWED: AUGUST 7, 2019 |

| RECORD | RETENTION PERIOD <i>(Indicates current fiscal year plus the number of years listed)</i> | DISPOSAL RECOMMENDATION |
|---|---|--------------------------------|
| General Ledger | Permanent | Do not dispose |
| Insurance policy records | Permanent | Do not dispose |
| Month-end financial reports | 6 years | Shred/delete |
| Purchasing contracts & tender documents | 6 years | Shred/delete |
| Purchase Orders | 6 years | Shred/delete |
| Receipt books | 6 years | Shred/delete |
| Returned Cheques (NSF) and supporting documents | 6 years | Shred/delete |
| Scholarships (includes records of payment) | 6 years | Shred/delete |
| Subsidiary Ledgers | 6 years | Shred/delete |
| Taxes (records related to GST) | 6 years | Shred/delete |
| Write-offs (uncollected accounts) | 6 years | Shred/delete |
| Year-end working papers and summaries | 6 years | Shred/delete |

ADMINISTRATION

| RECORD | RETENTION PERIOD | DISPOSAL RECOMMENDATION |
|---|--------------------------------------|--------------------------------|
| Policy Manual | Permanent | Do not dispose |
| Policy correspondence | 6 years | Shred/delete |
| Routine correspondence | 2 years | Shred/delete |
| Contracts and Leases | 6 years after termination or expiry | Shred/delete |
| Risk Management & Insurance Policies | 6 years | Shred/delete |
| Inventory Control Files | 6 years (after item is no longer in) | Shred/delete |
| Equipment manuals | Until equipment is replaced | Shred/delete |
| Original Forms (to be used for duplication) | 2 years (after ceases to be current) | Shred/delete |
| College Annual Report (1 copy) | Permanent | Do not dispose |
| College Program calendars (1 copy) | Permanent | Do not dispose |

| | | |
|---------------------------------------|---------------------------|---|
| PARKLAND COLLEGE | CATEGORY A | BUSINESS ADMINISTRATION |
| RECORDS RETENTION AND DISPOSAL | POLICY #: OPR A-09 | APPROVED: DECEMBER 18, 2012 BY THE BOARD OF GOVERNORS REVIEWED: AUGUST 7, 2019 |

| RECORD | RETENTION PERIOD | DISPOSAL RECOMMENDATION |
|--|-------------------------|--------------------------------|
| Business Plan (1 copy) | Permanent | Do not dispose |
| College Newsletters | 6 years | Shred/delete |
| Other College publications | 2 years | Shred/delete |
| Staff Meetings: Minutes, reports, | 6 years | Shred/delete |
| College Workshops: Minutes, reports, summaries | 6 years | Shred/delete |
| Reports: research & consultation, graduate studies, doctoral studies on College operations | Permanent | Do not dispose |
| Records Disposal Documentation | Permanent | Do not dispose |

PROMOTIONAL MATERIAL

| RECORD | RETENTION PERIOD | DISPOSAL RECOMMENDATION |
|---|-------------------------|--------------------------------|
| Newspaper ads, radio spots | 2 years | Shred/delete |
| College brochures, calendars, pamphlets, flyers | 2 years | Shred/delete |
| Press Releases | 2 years | Shred/delete |

INFORMATION TECHNOLOGY

| RECORD | RETENTION PERIOD | DISPOSAL RECOMMENDATION |
|-----------------|---------------------------|--------------------------------|
| G suite Account | 7 years after termination | Delete |
| H Drive | 7 years after termination | Delete |

HUMAN RESOURCES

| RECORD | RETENTION PERIOD | DISPOSAL RECOMMENDATION |
|--|---------------------------|--------------------------------|
| Personnel Files | 7 years after termination | Shred/delete |
| Job Descriptions | 6 years (after revision) | Shred/delete |
| Job Classification Plans Includes policy, forms, benchmarks, correspondence | 6 years (after revision) | Shred/delete |
| Unsolicited Resumes/Job Applications | 1 year | Shred/delete |

| | | |
|---------------------------------------|---------------------------|---|
| PARKLAND COLLEGE | CATEGORY A | BUSINESS ADMINISTRATION |
| RECORDS RETENTION AND DISPOSAL | POLICY #: OPR A-09 | APPROVED: DECEMBER 18, 2012 BY THE BOARD OF GOVERNORS REVIEWED: AUGUST 7, 2019 |

| RECORD | RETENTION PERIOD | DISPOSAL RECOMMENDATION |
|--|---------------------------|--------------------------------|
| Competition File (includes all documents provided by applicants, posting/advertising, job applications, resumes, interview guides) | 6 years | Shred/delete |
| Seniority Lists | Permanent | Do not dispose |
| Re-Hire & Re-Employment Lists | Permanent | Do not dispose |
| Probation Reports | 2 years | Shred/delete |
| Grievance & Arbitration Case | 7 years after termination | Shred/delete |

PAYROLL

| RECORD | RETENTION PERIOD | DISPOSAL RECOMMENDATION |
|---|---------------------------|--------------------------------|
| Benefit Statements/Benefit Remittances (includes group life, medical and dental and union) | 6 years | Shred/Delete |
| Employee Payroll Files (includes time records and record of employment) | 7 years after termination | Shred/delete |
| Leave/Absenteeism Reports i.e. Sick/Vacation/Pressing Necessity Summary, Vacation Monitor, TOIL Report | 6 years | Shred/delete |
| Payroll Register/Journal, Contract Summary | 55 years | Shred/delete |
| Pension Remittance Reports Including Monthly Pension contribution reports | Permanent | Do not dispose |
| Salary Administration (payroll reports and Statistics) i.e. FTE Report, Cost Distribution, Terminations Report, Employee Listings | 6 years | Shred/delete |
| T4's and CRA Remittance Statements & Supporting Documentation | 6 years | Shred/delete |

| | | |
|---------------------------------------|---------------------------|---|
| PARKLAND COLLEGE | CATEGORY A | BUSINESS ADMINISTRATION |
| RECORDS RETENTION AND DISPOSAL | POLICY #: OPR A-09 | APPROVED: DECEMBER 18, 2012 BY THE BOARD OF GOVERNORS REVIEWED: AUGUST 7, 2019 |

BUILDING AND PROPERTIES

| RECORD | RETENTION PERIOD | DISPOSAL RECOMMENDATION |
|--|--|--------------------------------|
| Capital Projects Architect drawings, government approvals, progress reports, and any related correspondence | 3 years after disposal of Property or building | Shred/delete |
| Facility Management Reports Includes building inspections and any related correspondence | 3 years | Shred/delete |
| Land Titles Documents | 3 years after disposal of Property or building | Shred/delete |
| Licenses and Permits | 3 years | Shred/delete |
| Sales, Lease and Rental agreements | 3 years upon termination / expiration of agreement | Shred/delete |
| Occupational Health and Safety Documents OH&S reports, incident forms, and any related correspondence | 7 years | Shred/delete |
| Security Management and Safety Documents Including security system reports and any related documents. | 3 years | Shred/delete |

BOARD

| RECORD | RETENTION PERIOD | DISPOSAL RECOMMENDATION |
|--|-------------------------|--------------------------------|
| Board Meeting Minutes | Permanent | Do not dispose |
| Board Meeting Reports | Permanent | Do not dispose |
| Agenda and Supporting Documentation | Permanent | Do not dispose |
| Board Booklet | Permanent | Do not dispose |
| Board Chairman Routine correspondence | Permanent | Do not dispose |
| Board Committee correspondence and reports | Permanent | Do not dispose |
| Orders in Council | Permanent | Do not dispose |

| | | |
|---------------------------------------|---------------------------|---|
| PARKLAND COLLEGE | CATEGORY A | BUSINESS ADMINISTRATION |
| RECORDS RETENTION AND DISPOSAL | POLICY #: OPR A-09 | APPROVED: DECEMBER 18, 2012 BY THE BOARD OF GOVERNORS REVIEWED: AUGUST 7, 2019 |

APPLIED RESEARCH

| RECORD | RETENTION PERIOD | DISPOSAL RECOMMENDATION |
|------------------------------|-------------------------|--------------------------------|
| Research Grant Documentation | 6 years | Shed/Delete |
| Primary Research Data | Permanent | Do not dispose |

STUDENT INFORMATION

| General Student Information | | |
|--|---|--------------------------------|
| RECORD | RETENTION PERIOD <i>(Indicates current fiscal year plus the number of years listed)</i> | DISPOSAL RECOMMENDATION |
| Applications (Not Accepted) | 1 year | Shred/delete |
| Canadian Language Benchmark Placement Test Booklet | 2 years | Shred |
| Counselling Files documentation includes career & general advice; events, workshops | 10 years | Shred/delete |
| Final Exams or evaluation documents | 1 year | Shred/delete |
| Learning Support Records (Assessments and Psycho Educational Testing and Reports, Medical Documentation of a Disability) | Permanent | Do Not Destroy |
| Provincial Training Allowance records | 1 year | Shred/delete |
| Registrar Program Files | 2 years | Shred/delete |
| Scholarship Applications | 6 years | Shred/delete |
| Student Attendance Forms | 2 years | Shred/delete |
| Student Marks Summary | 2 years | Shred/delete |
| Student Satisfaction Surveys/Student Follow-up Surveys | 1 year | Shred/delete |
| T2202A forms | 6 years | Shred/delete |
| Tutor/EDGE Records (working documents, progress reports) | 2 years | Shred/delete |

| | | |
|---------------------------------------|---------------------------|---|
| PARKLAND COLLEGE | CATEGORY A | BUSINESS ADMINISTRATION |
| RECORDS RETENTION AND DISPOSAL | POLICY #: OPR A-09 | APPROVED: DECEMBER 18, 2012 BY THE BOARD OF GOVERNORS REVIEWED: AUGUST 7, 2019 |

| RECORD | RETENTION PERIOD <i>(Indicates current fiscal year plus the number of years listed)</i> | DISPOSAL RECOMMENDATION |
|---|---|--------------------------------|
| Skills Training – Full-time | | |
| Official Student files (student correspondence, transcripts, application, Computer Use Agreement form, Registration form/Client Declaration form, Withdrawal/completion form, funding information, Conduct Documentation (including disciplinary actions) *Detailed checklist available | Permanent | Do not dispose |
| Adult Basic Education Credit - Adult 12, Credit - Adult 10, Credit – Academic GED, Non-Credit – Employability/Life Skills, Non-Credit – English Language Training, Non-Credit – General Academic Studies, Non-Credit – Literacy | | |
| Official Student files (student correspondence, ABE forms, transcripts, application, Client Declaration form, Release forms, Computer Use Agreement form, Booklist release forms, funding information, Conduct Documentation (including disciplinary actions) *Detailed checklist available | Permanent | Do not dispose |
| GED roster (participant marks) | 5 years | Shred/delete |
| Skills Training – Part-time | | |
| Registration & SIS forms <i>(attached to student enrollment report)</i> | 6 years | Shred/delete |
| University | | |
| Registration/Client Declaration forms | 6 years | Shred/delete |

| | | |
|---------------------------------------|---------------------------|---|
| PARKLAND COLLEGE | CATEGORY A | BUSINESS ADMINISTRATION |
| RECORDS RETENTION AND DISPOSAL | POLICY #: OPR A-09 | APPROVED: DECEMBER 18, 2012 BY THE BOARD OF GOVERNORS REVIEWED: AUGUST 7, 2019 |

| RECORD | RETENTION PERIOD <i>(Indicates current fiscal year plus the number of years listed)</i> | DISPOSAL RECOMMENDATION |
|--|---|--------------------------------|
| Program Files | | |
| Skills Training Program Files <i>(coordinators)</i> | 6 years | Shred/delete |
| Proposals | 6 years | Shred/delete |
| Program Development Files | 6 years | Shred/delete |
| Skills Training Allocation – Training Report 01 | 1 year | Shred/delete |
| Regional Needs Assessment | Permanent | Do not Destroy |