

Procedure Name:	DOCUMENT RETENTION PROCEDURES
Approval Date:	
Procedure Holder:	VP Corporate Services
Procedure Number:	ADM-006P



DOCUMENT RETENTION PROCEDURES (Policy: Document Retention 4.00)

1.00 CREATION OF RECORDS

- 1.01 Every effort should be made to ensure that official records created are accurate.
- 1.02 Inaccurate records must be corrected expediently.
- 1.03 When paper records are digitized, the images must be clear and legible.
- 1.04 Active records must be stored in the appropriate system for ease of retrieval for efficient business operations.
- 1.05 Records created should capture the relevant business need, contractual obligations, decision maker, and any agreements made on behalf of the College. This may include adding email or other communication to the official record.
- 1.06 Mark up and comments on official records must be respectful and professional.
- 1.07 Comment sections should to be used to translate acronyms and/or jargon into clear and plain language as necessary for business purposes.

2.00 TRANSITORY RECORDS

- 2.01 If an employee is unclear whether a record is official or transitory, they should contact the Records Custodian.
- 2.02 Transitory records, especially those containing sensitive information, should be disposed of appropriately once they are no longer of use.
- 2.03 Once records are forward to the appropriate records holder, the originator of the record should destroy any copies.
- 2.04 Once records are approved all drafts and prior versions should be destroyed.

- 2.05 Only one copy of official records are required for retention, duplicates are considered transitory and should be destroyed.

3.00 SHARING RECORDS

- 3.01 Records can be shared internally for legitimate business purposes.
- 3.02 Requests for sensitive records may be approved or denied by the appropriate Records custodian depending on the business case.
- 3.03 Freedom of Information requests must be responded to by the appropriate Privacy Officer.
- 3.04 Media requests must be directed to the Director of Communications.
- 3.05 Requests for information from members of the College's Board of Governors are directed to the Board Secretary.
- 3.06 All other external requests for information must be reviewed by the Records Custodian.
- 3.07 In situations where original records are required by external organizations, a certified copy will be provided. If this is not acceptable, the College must retain a copy of all records provided.

4.00 INACTIVATION OF RECORDS

- 4.01 Once active records become inactive they are moved to a secure storage location where they can still be retrieved as needed.
- 4.02 When inactive records are moved to a different location the Dean or Director must be notified prior to the move.

5.00 DISPOSITION OF RECORDS

- 5.01 Source documents for digitized records will be retained for the retention period.
- 5.02 For small batches and transitory records, Records Custodians (or designate) can shred on site.
- 5.03 For large batches, Records Custodian (or designate) contacts a shredding service to dispose of records.
- 5.04 The department of responsibility is accountable for ensuring disposal has occurred.
- 5.05 Non-sensitive records can be recycled.

5.06 For records of enduring historical value, the librarian will be contacted prior to destruction.