

Record Retention Schedule by Department - Example

Classification Codes

CY = Current Year

FY = Fiscal Year

Y = Year

AR = Archival Retention

D = Destroy

Perm = Permanent

S = Superseded, obsolete,
expired

Format = Paper unless otherwise
noted

Note:

Email communications/digital records follow the same retention periods as paper records if it is the original record of a transaction.

Record Type	Description	Retention	Record Holder	Examples	Comments
Board Governance	Documentation of Douglas College Board decisions	Permanent	Board Office	Board agendas and minutes	Move to Archives
Education Council Governance	Documentation of Education Council decisions	Superseded + 5y		Education Council agendas and minutes	
Audit Reports	Formal annual audits	Permanent	Various	Financial, Enrolment, FTE, Systems and Computing etc.	Holder depends on nature of record. For Example, Director of Finance holds the Financial and FTE Audit. CEIT, systems audit
Institutional Reviews	Reports, surveys, audits and demographic analysis	Permanent	Institutional Research		Move to Archives
Historical	Documentation of public and historical interest.	Permanent	Library Archives	Articles of Incorporation, Bylaws, Special Ceremonial Events, art, etc.	
Labour Relations Records	Documents collective agreements	Superseded + 5y	Employee Relations	Collective Agreement documentation, Job Evaluation Records, Job Descriptions, Legal correspondence related to the collective agreement	

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Student Records	Records kept by Registrar's office to record the College's academic offerings and relationships, achievement records - Transcripts	Permanent	Registrar's Office	Articulation and transfer agreements, inventory of college curriculum, formal elections to the Board and Education Council	
Cyclical Maintenance Reports	College maintenance systems for infrastructure and grounds	Superseded + 1y	Facilities Office	Maintenance, renewal and renovation of major systems, e.g. heating system. Renovation, relocation projects.	
Guarantees/Warranties	Obtained for Products and Services purchased	Superseded	Finance and Facilities CEIT	Equipment/Furnishings/Construction/Technologies etc.	
Licenses, Permits and Certificates of Operation	Legal Documents for the purpose of conducting business	Superseded	Various	Elevators, liquor licenses, pesticide license, etc.	
Program Accreditation	The analysis of a program to determine if it meets a provincial or national benchmark or standard	Superseded	VP Academic /Department Office		Some departments keep these records, but VP Education Office is accountable
Scheduled Development Reports of Activity	Reports and research as a result of faculty scheduled development time.	Superseded	Department Office	Curriculum booklets, learning materials, etc	The outcome of a project may be kept in perpetuity or as long as it is deemed relevant. These records are considered college resources
Faculty Office Records FEC & DEC Minutes	A variety of records that document the year-to-year activities of faculty-based matters	Superseded +2y	Department Office	Faculty Scheduled Development Entitlements, Program Review Outcomes, Advisory Committee records and Minutes	Advisory committee records and Program Review Outcomes are held while relevant. Minutes are kept by the Faculty or Department

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Student Placement /Practicum or Co-op Agreements	Agreements that establish the criteria under which a student will be placed in the field for further study either in a paid position or non-paid practicum	Superseded	Various co-op or practicum agreements Centre for Int'l Ed for Emergency Release Form, Release of Liability Form for Students travelling abroad and home stay placements for International students	Co-op work term agreements, practicum and field placement agreements, and home stay placements for International students, etc.	
Sponsorship Agreements	Any agreement undertaken with a sponsor, or an individual who is paying for a specific service such as child care or the sponsoring of tuition on behalf of a student.	Until Expiry	Various including the Office of External Relations	Child care services parent agreements, sponsorship agreements with third parties, etc.	Records related to sponsorship of tuition, books or projects or related e.g. to childcare services
Health and Safety Related Incidents	WorkSafe BC related records	10 years	Facilities/Health and Safety Employee Relations	First-Aid incident log book, WorkSafe BC disclosures, First-Aid reports, accident investigations, ergonomic risk assessments,	The retention period identified is a legislative requirement
Benefits Records	College's benefits statements and related to group benefits	7 years	Employee Relations		
Financial Records	Official records of all College financial transactions	7 years	Finance and Facilities	Purchasing records, Tenders, Third Party Contract documentation.	Finance may keep longer than the legislated requirement
Student Appeal Records	Formal records related to the formal resolution process of a student concern.	7 years	Registrar's Office	Records of requests for appeals, correspondence, appeal decisions	These records may be required to respond to an appeal made by a student through an outside agency such as the Provincial Ombudsman's Office

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Student Loan Records, Grant Records, Bursary Records	Documentation that relates to loans, grant and bursary application and disbursement.	7 years	Financial Aid Office		Financial Aid manages documents for students applying for financial assistance
Course Outlines	Produced by the instructor to outline the details of a course for the students (Instructors contract with the student)	5 years	Dept. Office	Each section of each course will hold an individual course outline	
Employee File	All employee-related records required to be held in the OFFICIAL employee file.	Superseded + 5 years	ER	Correspondence, Evaluations, employment contracts, certification and licenses, vacation, sick and leave history, adverse reports, recognition information.	The official employee record may be expunged 5 years after employment with the College ends.
Original Research Data	A complete set of all original research data must be retained by the principal researcher for a period of 5 years from the date of publication of results based on the data.	5 years	Office/Dept. Specific		Any data of a sensitive nature shall be kept secure in accordance with privacy and confidentiality guidelines. All other data should be kept in such a manner that it preserves the integrity of the data. Published results moved to Archives or Library Collection
Final exams and unreturned student assignments /tests		Superseded +1y	Faculty		FOIPOP Policy indicates that all student materials, assignments and tests not returned to a student must be kept for one year.
Field Trips/Field Schools	A report of who attended the off campus trip, location, date, etc.	1 year	Dept. Office		

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Job Competition Records	Posting and recruitment documentation	Current and up to 1y	Employee Relations	Interview material, reference checking material	
Student Records, CE General Interest, and Vocational Courses without grades.	Non Credentialed General Interest CE courses.	1 y	CE Programmers	Students in these courses or programs are not graded	Documentation of attendance and participation is held in the care and custody of CE programmers for one year.
Contract Instructor Records	Registry of student assignments and attendance	1 year	Department Chair	Exams and Quizzes and/or Assignments	
Resumes	Resumes submitted against formal postings.	Less than 1 year	Employee Relations		Resumes submitted electronically are not kept at all and there is no requirement to keep unsolicited resumes.

Record Retention Schedule by Department - Example

	Original Record	Active	Semi-Active	Disposition	Comment
Tax Information	Finance	7y	3y	D	Legal requirements may be extended to match departmental practice
Course Assignments and Exams	Faculty, e.g. Science and Technology	S	1y	D	Contract Faculty must ensure that student papers are given to Dept. Chair
Research Papers	Faculty or Researcher	CY	4y	AR	Archival/or collection storage is of completed research
Board Minutes	Board Office	1y	5y	AR	