

## PERSONNEL

EMC Reviewed: November 5, 2013  
Policy Council Review: First Reading November 4, 2013  
EMC Reviewed: Second Reading: November 19, 2013  
Approved by Board: March 18, 2014 BM # 22: 2013-2014

---

**NAME:** DOCUMENT RETENTION AND DISPOSAL

**REFERENCES:** Section 11, Chapter A-26 Saskatchewan Archives Act  
The Local Authority Freedom of Information and Protection of Privacy Act  
Document Retention and Disposal Procedures

### PURPOSE-PHILOSOPHY

In order to ensure compliance with the Local Authority Freedom of Information and Protection of Privacy Act and to meet ministerial requirements, certain documentation must be retained either at the institution or if requested, by the Saskatchewan Archives Board.

### DEFINITIONS

Permanent: Shall mean that the document be preserved permanently, either by retention within the organization, ministry or by transfer to the Saskatchewan Archives Board.

### POLICY

#### Preamble

A record is defined by the Local Authority Freedom of Information and Protection of Privacy Act as “a record of information in any form and includes information that is written, photographed, recorded or stored in any manner”. 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.

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 without historical review by the Archives.

This includes:

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

#### Guidelines

1. Records should be organized, retained for appropriate lengths of time and disposed of in a safe and secure manner.
2. The same rules and retention periods apply to both electronic and hard copy records.

## PERSONNEL

3. When a department moves files into storage, storage boxes should be clearly labeled with a description of contents and the appropriate date of disposal based on the retention schedule.
4. Hard copy records shall be destroyed by confidential shredding services. Evidence of data destruction shall be retained.
5. Electronic records shall be deleted and formally removed from any hardware device and/or storage media by a qualified technician. Evidence of data destruction shall be retained.
6. All electronic records must be removed from College owned equipment before it is transferred outside of the College or disposed of by any other means.
7. If a particular record is not listed in the retention schedule, use the retention period listed for a record that is similar in nature and kind. If you are unsure, the Privacy Officer will be responsible for contacting Saskatchewan Archives Board for direction.
8. Individuals are designated to ensure record retention and disposal occurs for specific subcategories in the retention schedule. The incumbent of the position, identified as having the "responsibility for oversight" for each subcategory, is the designated individual.

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*.



**PERSONNEL**

**Finance/Accounting**

Responsibility for oversight: Director of Finance and Administration

| <b>RECORD</b>   | <b>RETENTION PERIOD</b> | <b>DISPOSAL RECOMMENDATION</b> |
|---|-------------------------|--------------------------------|
| Audited Financial Statements  | Permanent               | Do not dispose                 |
| Records of Audit Support  | 6 years                 | Shred / Delete                 |
| Accounts Payable (Audit Files)  | 6 years                 | Shred / Delete                 |
| Accounts Receivable (Audit Files)   | 6 years                 | Shred / Delete                 |
| Depreciation Schedules (Audit files)  | 6 years                 | Shred / Delete                 |
| Pre-paid Listings (Audit files)   | 6 years                 | Shred / Delete                 |
| Original budgets  | 6 years                 | Shred / Delete                 |
| Worksheets  | 2 years                 | Shred / Delete                 |
| Bank Reconciliation   | 6 years                 | Shred / Delete                 |
| Accounts Payable Vouchers – original invoices, claims, cheques                                    | 6 years                 | Shred / Delete                 |
| Expense Journal Sheets  | 6 years                 | Shred / Delete                 |
| Payroll Records & Supporting documentation  | 6 years                 | Shred / Delete                 |
| Source payroll deduction booklets   | 6 years                 | Shred / Delete                 |
| Payroll Journal Sheets  | 6 years                 | Shred / Delete                 |
| Revenue Receipts  | 6 years                 | Shred / Delete                 |
| Invoices  | 6 years                 | Shred / Delete                 |
| Deposit Books   | 6 years                 | Shred / Delete                 |
| Returned Cheques (NSF) and supporting documents   | 6 years                 | Shred / Delete                 |
| General Ledger  | Permanent               | Do not dispose                 |
| Subsidiary Ledgers  | 6 years                 | Shred / Delete                 |
| Control Records: summary of staff travel, record of student receipts issued, petty cash summaries | 2 years                 | Shred / Delete                 |
| Purchase Orders   | 2 years                 | Shred / Delete                 |
| Pension   | Permanent               | Do not dispose                 |



## PERSONNEL

### Administration

Responsibility for oversight: Executive Coordinator

| 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          |
| Commercial Insurance Policies  | 3 years                              | Shred / Delete          |
| Employee Insurance Policies  | 6 years                              | 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          |
| Promotional Material (newspaper ads, radio spots, press releases)                          | 2 years                              | Shred / Delete          |
| College Annual Report (1 copy)   | Permanent                            | Do not dispose          |
| College Program calendars (1 copy)   | Permanent                            | Do not dispose          |
| College Newsletters  | 6 years                              | Shred / Delete          |
| Other College publications   | 2 years                              | Shred / Delete          |
| Staff Meetings: Minutes, reports, agenda   | 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 no dispose           |
| Regional Needs Assessment  | Permanent                            | Do not dispose          |
| Funded Project Files   | 6 years                              | Shred / Delete          |

**PERSONNEL**

**Human Resources**

Responsibility for oversight: Manager of Human Resources

| <b>RECORD</b>                  | <b>RETENTION PERIOD</b>   | <b>DISPOSAL RECOMMENDATION</b> |
|--------------------------------|---|--------------------------------|
| Personnel Files                | 10 years (after the employee ceases to work for Great Plains College) | Shred / Delete                 |
| Job Competition Files          | 6 years (after competition completion)                                | Shred / Delete                 |
| Job Descriptions               | 6 years (after revision)  | Shred / Delete                 |
| Job Classification Plans       | 6 years (after revision)  | Shred / Delete                 |
| Job Applications               | 1 year  | Shred / Delete                 |
| Out of Scope Contracts         | 6 years (after contract completion)                                   | Shred / Delete                 |
| Seniority Lists                | 6 years   | Shred / Delete                 |
| Grievances                     | 6 years (after settlement)  | Shred / Delete                 |
| Accident Investigation Reports | 6 years   | Shred / Delete                 |
| WCB Injury Claim Reports       | Permanent   | Do not dispose                 |

**Board**

Responsibility for oversight: Executive Coordinator

| <b>RECORD</b>   | <b>RETENTION PERIOD</b> | <b>DISPOSAL RECOMMENDATION</b> |
|---|-------------------------|--------------------------------|
| Board Meeting Minutes   | Permanent               | Do not Dispose                 |
| Board Meeting Reports   | Permanent               | Do not Dispose                 |
| Agenda and Supporting Documentation   | Permanent               | Do not Dispose                 |
| Board Booklet (documents related to board orientation and oversight responsibilities) | Permanent               | Do not Dispose                 |
| Board Chairman Routine correspondence   | 2 years                 | Shred / Delete                 |
| Board Chairman Policy correspondence  | 6 years                 | Shred / Delete                 |
| Board Committee correspondence and reports  | 6 years                 | Shred / Delete                 |
| Orders in Council   | Permanent               | Do not Dispose                 |
| Ministry-Board correspondence   | Permanent               | Do not Dispose                 |



**PERSONNEL**

**Student Information**

Responsibility for oversight: Director of Communications

| <b>RECORD</b>  | <b>RETENTION PERIOD</b>  | <b>DISPOSAL RECOMMENDATION</b> |
|--|--|--------------------------------|
| Student Files – where GPC issues a certificate with no expiry date <sup>1</sup>                      | 99 years   | Shred/Delete                   |
| Student Files – where the credit granting institution provides a certificate with no expiration date | 5 years  | Shred / Delete                 |
| Student Files – where a certificate has been issued with an expiry date                              | 5 years or until the certification expires (whichever is longer) | Shred / Delete                 |
| Student Applications (student not accepted)  | 2 years  | Shred / Delete                 |
| Student Attendance Forms   | 5 years  | Shred / Delete                 |
| Final Exams or evaluation documents  | 1 year after the end date of the program                         | Shred / Delete                 |
| PTA records  | 5 years after the end date of the program                        | Shred / Delete                 |
| Other Student Funding records  | 5 years after the end date of the program                        | Shred / Delete                 |
| Student Satisfactory Surveys   | 1 year after the end date of the program                         | Shred / Delete                 |
| Student/Client Files where <u>all</u> records are submitted to funding agency (eg: CASS files)       | 5 years  | Shred / Delete                 |
| Student/Client Files where <u>not all</u> records are submitted to funding agency (eg: JSFS files)   | 6 years  | Shred / Delete                 |

<sup>1</sup> Document Retention and Disposal Procedures outline the records that are to remain in the Student's permanent file.