

If you are running out of storage, Kwantlen has contracted with an off-site storage management service, **BC Records Management Service**. However, this may be an opportunity to consider purging your program area of unnecessary documentation and records. Kwantlen Polytechnic University maintains a “Directory of Records and Retention Schedule.” Keep in mind that the Guide dates to 2000 so there may be classes of records that were not specifically identified at that time. Nevertheless, it can be used as a guide for finding like classes of records. Each program area can and should consider coming up with its own schedule of records retention, using the Directory as a guideline. **Before destroying any records, consult with your supervisor first.**

If you have determined that you must keep certain records but no longer have the room, please feel free to avail yourself of **the BC Records Management Services (“BCRMS”)**. BCRMS provides secure records storage including: online database access, coding of boxes or files (* in accordance with the description that you provide on the box label), monthly reports, transfers, retrieval, re-filing and destruction of records as and when requested by authorized Kwantlen Polytechnic University personnel. There are nominal charges for each of these services.

You may contact **BCRMS** directly at **604-433-2600** or request@bcrms.com to arrange for pick up and storage of your areas’ documents. A link to their website is provided below. **Label each box according to your department’s retention schedule which is available online at the URL listed below.** It is much more cost-effective to have at least 10-20+ banker boxes available for pick up at a given time.

Directory of Records and Retention Schedule:

http://www.kwantlen.ca/_shared/assets/directory_of_records_schedule15354.pdf

BC Records Management Services:

<http://www.bcrms.com/> 604-433-2600