



Kwantlen
POLYTECHNIC
UNIVERSITY

Freedom of Information and Protection of Privacy

**Directory of Records
and
Retention Schedule**

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KWANTLEN UNIVERSITY COLLEGE FOIPOP DIRECTORY OF RECORDS AND RETENTION SCHEDULE

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KWANTLEN UNIVERSITY COLLEGE FOI DIRECTORY OF RECORDS AND RETENTION SCHEDULE

GLOSSARY

Active Records are records which are referred to and required constantly for current use in the conduct of business and maintained onsite in the office.

Administrative Value applies to records for housekeeping activities and includes those that could be common to all organizations, such as finance and personnel records.

Archival Value is the historical, enduring value a record has to current users and future researchers.

Confidential Records contain information that requires protection against unauthorized access or unauthorized disclosure in accordance with an information security classification system.

Final Disposition ensures that records with historical or archival value are preserved and those which have no residual value are destroyed. Records are eligible for final disposition when their active and semi-active retention periods have lapsed. Prior to destruction, department managers will sign off each file, which allows managers to cause exceptions to the retention policy on a folder basis.

Fiscal Value applies to records which have audit, budget, accounts receivable, accounts payable, and/or financial management value. Fiscal records are administrative because they assist and facilitate the operations of an organization.

Legal Value applies to records which satisfy or support statutory requirements, government agency requirements, or represent agreements/contracts of an organization, such as laws and contracts.

Operational Value applies to records which support the required, mandated functions of an organization. These records fall into subjects related to the activities and responsibilities of line staff. They have value for research and reference purposes even after the initial event has occurred.

Personal Information Bank (PIB) is a records series which contains personal data that is accessed by a person's name or personal identifier. Freedom of Information and Protection of Privacy (FOIPOP) legislation protects personal information from unauthorized disclosure.

Primary records series consists of a group of records which are classified according to their common purposes and characteristics.

Reference Value is the value applied to records which have future value as a reference for operations.

Semi-Active Records are records which are referred to less than once a month but which still need to be retained. They should therefore be transferred to off-site storage facilities because the cost of storage decreases by 90%. High-use semi-active records are those needed at least once per year per container.

Subject Operational includes various operational subjects including liaison with external groups and committees within a unit.

Vital Records are records which contain information essential to the conduct of operations during or immediately following a disaster, or which would be impossible or expensive to replace.

KWANTLEN UNIVERSITY COLLEGE FOIPOP DIRECTORY OF RECORDS AND RETENTION SCHEDULE

GUIDE TO ABBREVIATIONS

Retention

A = Active retention

A/O = Administrative (A) or Operational (O) records to the College

Ar = Archives (the Archivist decides on full or selective retention)

Ar/per = Archives (the Archivist must fully retain)

ay = Academic year, September 1 to August 31

D = Destroy

FD = Final Disposition

fy = Fiscal year, April 1 to March 31

mo = calendar month

na = not applicable

PIB = Personal Information Bank

Permanent = Permanent retention

SA = Semi-Active retention

SO = Superseded or Obsolete (the factor that makes the record superseded varies with the series)

Could mean expiry as per an agreement, last use of a record as for PIB termination.

y = Calendar year, January 1 to December 31

Location (Ln)

L = Langley Campus R = Richmond Campus

N = Newton Campus S = Surrey Campus

Format

Paper = Paper records

Electro. = Electronic Information System

Fiche = Microfiche

Negat = Film Negatives

	S	Advanced Education Council of BC & Committees	A	Reference	Paper	A - 2y SA - 5y FD - D
President	S	Board of Governors Records	A	Historical Legal	Paper	A - 2y SA - 5y FD - Ar
President	S	College Board Regular Meetings (consideration of microfilm)	A	Reference Legal Historical Vital	Paper	A - Permanent SA - 0y FD - na
President	S	College Board Special Meetings Minutes	A	Confidential Legal Reference	Paper	A - Permanent SA - 0y FD - na
President	S	Committee Meetings & Minutes Records - Internal and Cross-Departmental	A	Reference Historical	Paper	A - 2y SA - 5y FD - Ar
President	S	Committee Meetings & Minutes Records - External (ongoing)	A	Reference	Paper	A - 2y SA - 5y FD - D
President	na	Committee Meetings & Minutes - Departmental & Divisional (record copy maintained by Senior Executive Director of each unit)	A	Reference Historical	Paper	A - 2y SA - 5y FD - Ar
President	S	Committees - Ad-hoc, Short-Term - External	A		Paper	A - 2y SA - 2y FD - D
President	S	Financial Information Act Reporting	A	Reference Legal	Paper	A - 2fy SA - 5y FD - Ar

President	S	Financial Statements, see Vice-President, Administration				
President	S	Government Liaison	A	Reference Historical	Paper	A - 2y SA - 5y FD - Ar
President	S	Kwantlen Policy Manual	A	Reference Historical	Paper	A - SO + 2y SA - 5y FD - Ar
President	S	Organization Liaison (other colleges, companies, etc.)	A	Reference Historical	Paper	A - 2y SA - 5y FD - Ar
President	S	Subject Administration (non-record)	A		Paper	A - SO SA - 0y FD - D
President	S	Property Records (Acquisition, Title) SO occurs on completion of title transfer	A	Legal Historical	Paper	A - SO + 5y SA - Permanent FD - n/a
Not established	na	Print Copyright Permission Records (currently dispersed within program areas) SO means material is no longer in use	O	Legal Vital	Paper	A - SO + 2y SA - 8y FD - D
President		Presidents Personal Information Records (contains all records with personal information copied and retained) SO means from last use	O	Legal	Paper	A - SO + 1 yr SA - 8y FD - D

VENFIN – (Ventures & Finance) Vice- President	S	Agreements (Program, etc.) SO means expiry of agreement	A	Legal Fiscal Reference	Paper	A - SO + 2y SA - 15y FD - Ar
VENFIN - Vice- President	S	Budgets, Funding, Capital Plans	A	Fiscal Reference Historical	Paper	A - 2y SA - 5y FD - Ar
VENFIN - Vice- President	S	Campus Administration and Regional Campuses (does not include safety, security or subjects of potential litigation) For safety, security see Facilities	A		Paper	A - 2y SA - 0y FD - D
VENFIN - Vice- President	S	College By-Laws and Legal Subjects	A	Vital Legal Historical Reference	Paper	A - 2y SA - 5y FD - Ar/Per
VENFIN - Vice- President	S	Contracts - Construction	A	Legal Fiscal	Paper	A - SO + 2y SA - 15y FD - Ar
VENFIN - Vice- President	S	Financial Statements and General Ledger	A	Fiscal Historical Reference Vital	Paper	A - 2fy SA - Permanent FD - na
VENFIN - Vice- President	S	Insurance Policies	A	Legal Fiscal	Paper	A - SO + 2fy SA - Permanent FD - na
VENFIN - Vice- President	S	Leases	A	Legal Fiscal Historical	Paper	A - SO + 2y SA - 15y FD - Ar
VENFIN - Vice- President	S	Subject Administration (non-record)	A		Paper	A - SO SA - 0y FD - D

VENFIN - Vice-
President

Vice-Presidents Personal
Information Records
(contains all records with
personal information copied
and retained)
SO means from last use

O Legal

Paper A - SO + 1 yr
SA - 8y
FD - D

VENFIN - (Ventures & Finance) Director	S	Bank Reconciliation (including bank statements and cleared cheques)	A	Fiscal	Paper	A - 2fy SA - 5y FD - D
VENFIN – Director	S	Budgeting Working Papers	A	Fiscal Reference	Paper	A - 2fy SA - 5y FD - D
VENFIN – Director	S	Debenture Ledger	A	Fiscal Reference	Paper	A - SO + 2y SA - Permanent FD - na
VENFIN – Director	S	Depreciation Schedule	A	Fiscal	Paper	A - 7fy SA - Permanent FD - na
VENFIN – Director	S	Financial Statement Working Papers	A	Reference Historical Fiscal	Paper	A - 2y SA - 5y FD - D
VENFIN – Director	S	Financial Statements - monthly For annual Financial statements and General Ledger, see VP Administration	A	Reference Fiscal	Paper	A - 2y SA - Permanent FD - na
VENFIN – Director	S	Fixed Asset Vouchers	A	Fiscal	Paper	A - 7fy SA - Permanent FD - na
VENFIN – Director	S	PAC Post-Secondary Access Classification Report (for Ministry Skills, Training, & Labour)	A	Reference	Paper	A - 2y SA - 5y FD - D
VENFIN – Director	S	Revenue Contracts (Projects, Training Agreements, etc.)	A	Vital Legal Fiscal	Paper	A - SO + 2fy SA - 5y FD - D

VENFIN – Director	S	Statistics Canada Reporting	A	Reference	Paper	A - 2fy SA - 0y FD - D
VENFIN – Director	na	Subject Administration (non-record)	A		Paper	A - SO SA - 0y FD - D
VENFIN – Director	S	Taxation - GST & Social Services (special circumstances may require longer retention, such as appeals)	A	Fiscal Legal	Paper	A - 7fy SA - Permanent FD - na
VENFIN – Director	S	Trial Balance	A	Fiscal	Paper	A - 7fy SA - Permanent FD - na
VENFIN – Director	S	PST Information (or until Minister grants permission for destruction)	A	Fiscal	Paper	A - 2 fy SA - 5 y FD - Permanent

VENFIN - (Ventures & Finance) Continuing Education	na	Compass/Banner - CE & Contract Courses (paper records prior to Sept. 93; electronic records now used)	O	Reference	Electr o.	A - SO SA - 0y FD - D
VENFIN - Continuing Education	na	Compass/Banner - CE & Contract Courses - Student Data (Student data is permanent for programs for which a citation is required)	O	PIB	Electr o.	A - SO SA - Permanent FD - na
VENFIN - Continuing Education	R L N S	Course Files (coded on electronic system by type, location, & term)	O	Reference	Paper	A - SO + 2y SA - 0y FD - D
VENFIN - Continuing Education	R	Contract to Purchase Professional Services (companies or individual) (SO means upon expiry of contract)	A	PIB	Paper	A - SO + 2y SA - 5y FD - D
VENFIN - Continuing Education	R	Employment Contract for Non-Credit Course	A	PIB	Paper	A - SO + 2y SA - 5y FD - D
VENFIN - Continuing Education	R	Pre-Natal Classes	O	Reference	Paper	A - SO + 2y SA - 0y FD - D
VENFIN - Continuing Education	R	Special Education Teacher Assistant Program Student Records (eligible for citations)	O	Reference PIB	Paper	A - SO + 2y SA - Permanent FD - na
VENFIN - Continuing Education	na	Subject Operational	O	Reference	Paper	A - SO SA - 0y FD - D
VENFIN - Continuing Education	na	Subject Administration (non-record)	A		Paper	A - SO SA - 0y FD - D

VENFIN - (Ventures & Fin.) Fin. Serv. Accounting	S	Accounting - J/Es Journal Entries	A	Fiscal	Paper	A - 2fy SA - 5y FD - D
VENFIN - Fin. Serv. Accounting	S	Accounting - Newton Library Cash Receipts Detail (no PST or GST info) For PST see below For GST see comptroller	A	Fiscal	Paper	A - 2fy SA - 0y FD - D
VENFIN - Fin. Serv. Accounting	S	Accounting - POE - Purchase Order Entry (arranged by batch)	A	Fiscal	Paper	A - 2fy SA - 0y FD - D
VENFIN - Fin. Serv. Accounting	na	Accounting Subject Administration (non-record)	A		Paper	A - SO SA - 0y FD - D
VENFIN - Fin. Serv. Accounting	S	Accounts Payable - Cheque copies, numeric list	A	Fiscal	Paper	A - 2fy SA - 5y FD - D
VENFIN - Fin. Serv. Accounting	S	Accounts Payable - CHQS Cheque Registers & Copies (by batch number)	A	Fiscal	Paper	A - 2fy SA - 5y FD - D
VENFIN - Fin. Serv. Accounting	S	Accounts Payable - EXP Expenses Reports & Vouchers	A	Fiscal	Paper	A - 2fy SA - 5y FD - D
VENFIN - Fin. Serv. Accounting	S	Accounts Payable - Invoices Paid	A	Fiscal	Paper	A - 2fy SA - 5y FD - D
VENFIN - Fin. Serv. Accounting	S	Accounts Payable - Student Fees Refunds	A	Fiscal	Paper	A - 2fy SA - 5y FD - D
VENFIN - Fin. Serv. Accounting	S	Accounts Payable - WIP Weekly Invoices Payable	A	Fiscal	Paper	A - 2fy SA - 5y FD - D

VENFIN - Fin. Serv. Accounting	S	Accounts Payable CE refunds (back up for cheques)	A	Fiscal	Paper	A - 2fy SA - 5y FD - D
VENFIN - Fin. Serv. Accounting	S	Accounts Receivable - CE Continuing Education (by batch number)	A	Fiscal	Paper	A - 2fy SA - 5y FD - D
VENFIN - Fin. Serv. Accounting	S	Accounts Receivable Bookstore Sales Vouchers	A	Fiscal	Paper	A - 2fy SA - 0y FD - D
VENFIN - Fin. Serv. Accounting	S	Accounts Receivable Invoices Issued	A	Fiscal	Paper	A - 2fy SA - 5y FD - D
VENFIN - Fin. Serv. Accounting	S	Accounts Receivables - Invoices for Training & Fees	A	Fiscal	Paper	A - 2fy SA - 0y FD - D
VENFIN - Fin. Serv. Accounting	S	Accounts Receivables CVG Cash Vouchers & CRB Bookstore Receipts Summary	A	Fiscal	Paper	A - 2fy SA - 5y FD - D
VENFIN - Fin. Serv. Accounting	S	BUDS - Budget Batch Data Input	A	Fiscal	Paper	A - 2fy SA - 0y FD - D
VENFIN - Fin. Serv. Accounting	S	PST Information (or until Minister grants permission for destruction)	A	Fiscal	Paper	A - 2fy SA - 5y FD - Permanent

For accidents and injury see Human Resources and Facilities

VENFIN - (Ventures & Fin.) Fin. Serv. Payroll	S	Employee Benefit Reports	A	PIB Fiscal	Paper	A - 2y SA - 5y FD - D
VENFIN - Fin. Serv. Payroll	S	Payroll - Faculty Appointment Contracts	A	PIB Legal Fiscal	Paper	A - SO + 2y SA - 5y FD - D
VENFIN - Fin. Serv. Payroll	S	Payroll - In-process Vouchers & Back up	A	Fiscal	Paper	A - 2y SA - 5y FD - D
VENFIN - Fin. Serv. Payroll	na	Payroll - Subject Administration	A		Paper	A - SO SA - 0y FD - D
VENFIN - Fin. Serv. Payroll	S	Payroll - Time sheets - Faculty (including CE Contract to purchase services, substitution)	A	PIB Fiscal Reference	Paper	A - 2fy SA - 5y FD - D
VENFIN - Fin. Serv. Payroll	S	Payroll - Time sheets - Staff Employees (Full and Part Time)	A	PIB Fiscal	Paper	A - 3y SA - 4y FD - D
VENFIN - Fin. Serv. Payroll	S	Payroll Analysis Reports	A	Fiscal	Paper	A - 2y SA - 5y FD - D
VENFIN - Fin. Serv. Payroll	S	Payroll Deduction Reports (CSB, Benefits, United Way, etc.)	A	PIB Fiscal	Paper	A - 2y SA - 5y FD - D
VENFIN - Fin. Serv. Payroll	S	Payroll Registers (including superannuation)	A	PIB Fiscal	Paper & Fiche 91-	A - 10y SA - 10y FD - D
VENFIN - Fin. Serv. Payroll	S	Payroll Vouchers & back up	A	Fiscal	Paper	A - 2y SA - 5y FD - D

VENFIN - Fin. Serv. Payroll	S	Pension Reports	A	PIB Fiscal	Paper	A - 10y SA - 10y FD - D
VENFIN - Fin. Serv. Payroll	S	Records of Employment SO means departure date plus last use	A	PIB Fiscal Legal	Paper	A - 2y SA - 5y FD - D

ES - (Educational Services) Vice-President	L	Educational Services Programs	O	Reference	Paper	A - SO + 2y SA - 5y FD - Ar
ES - Vice- President	L	Subject Administration (non-record)	A		Paper	A - SO SA - 0y FD - D
ES - Vice- President	L	Subject Operational	O		Paper	A - 2y SA - 5y FD - D
ES - Vice- President	S	Operational Subjects - Registrar - Access Programs & Student Services - College Resources - Information & Educational Technology	O		Paper	A - 2y SA - 5y FD - D
ES - Vice- President	na	Subject Administration (non-record)	A		Paper	A - SO SA - 0y FD - D

ES - (Educational Services) Access Programs Student Services	R	Counselling Management Subject Records	A	Reference	Paper	A - 2y SA - 5y FD - D
ES – Access Programs & Student Services	R	Library Management Subject	A	Reference	Paper	A - 2y SA - 5y FD - D
ES – Access Programs & Student Services	R	Student Interview Records	O	PIB Confidential	Paper	A - SO + 2y SA - 5y FD - D
ES – Access Programs & Student Services	na	Subject Administration	A		Paper	A - SO SA - 0y FD - D

ES - (Educational Services)- Access Programs & Student Services ACP & ASE	R	Contract Inventory List - Foundations (contains no contractual information) For personnel contracts see Human Resources	O	PIB	Paper	A - SO SA - 0y FD - D
ES – Access Programs & Student Serv - ACP & ASE	R	Course Presentation and Syllabi - Foundations (prepared by Instructor) - for course outlines, see Registrar	O		Paper	A - SO + 1y SA - 5y FD - Ar
ES – Access Programs & Student Serv - ACP & ASE	R	Departmental Committees - Foundations (convenor, coordinators, curriculum)	A		Paper	A - 2y SA - 5y FD - Ar
ES – Access Programs & Student Serv - ACP & ASE	R	Discipline and Program Records - Foundations (includes Adult Basic Education and Adult Special Education)	O		Paper	A - 3y SA - 5y FD - Ar
ES – Access Programs & Student Serv - ACP & ASE	R	Faculty and Department Correspondence Foundations - for personnel files, see Human Resources For Faculty and Program Assistants Selection and Interviews - Foundations (see Human Resources)	A	PIB	Paper	A - SO + 5y SA - 0y FD - D
ES – Access Programs & Student Serv - ACP & ASE	R	Faculty Evaluations - Foundations	O	PIB	Paper	A - SO + 6y SA - 0y FD - D
ES – Access Programs & Student Serv - ACP & ASE	R	Operational Subjects	O	Reference	Paper	A - 2y SA - 0y FD - D

ES – Access Programs & Student Serv - ACP & ASE	R	Staff and Department Correspondence - for HR, see Human Resources	O	PIB	Paper	A - SO + 2y SA - 0y FD - D
ES – Access Programs & Student Serv - ACP & ASE	R	Student Correspondence - Foundations - Active and Graduate (grievances, appeals, criminal record search for some ASE students)	O	PIB	Paper	A - SO SA - Permanent FD - na

ES - (Educational Services) Access Programs & Student Services Counselling/Advising	na	Assessments (writing, English, math) See Registrar, Student Records	O		Paper	
ES - Access Programs & Student Services Counselling/Advising	SLNR	Completed Student Interview Forms (confidential between student and counsellor) (SO means last use)	O	PIB Confidential	Paper	A - SO + ly SA - 0y FD - D
ES - Access Programs & Student Services Counselling/Advising	na	Student Performance Contracts (generated by counsellors, then filed with program department)	O	PIB Confidential	Paper	A - SO SA - 0y FD - D
ES - Access Programs & Student Services Counselling/Advising	na	Subject Administration (non-record)	A		Paper	A - SO SA - 0y FD - D

ES - (Educational Services) Access Programs & Student Services - Financial Awards	S	ABESAP Program (sent to Ministry of Skills, Training, and Labour after program cycle)	O	PIB	Paper	A - SO SA - na FD - na
ES – Access Programs & Student Services - Financial Awards	S	Accounting Records - Scholarship Winners	O	PIB Confidential	Paper	A - 2y SA - 5y FD - D
ES – Access Programs & Student Services - Financial Awards	S	BCSAP Student Loan Applicants (SO means last use)	O	PIB Confidential	Paper	A - SO + 2y SA - 5y FD - D
ES – Access Programs & Student Services - Financial Awards	S	High Schools - Entrance Scholarships (by school)	O	Reference	Paper	A - SO SA - 0y FD - D
ES – Access Programs & Student Services - Financial Awards	S	PTSAP Program (sent to Ministry of Skills, Training, and Labour after program cycle)	O		Paper	A - SO SA - na FD - na
ES – Access Programs & Student Services - Financial Awards	S	Scholarship & Awards Applicants	O	PIB Confidential	Paper	A - 1ay SA - 1y FD - D

ES – Access Programs & Student Services - Financial Awards	S	Scholarship & Awards Donors - Annual Endowment - Direct Awards	O	Reference	Paper	A - SO + 2y SA - 5y FD - D
ES – Access Programs & Student Services - Financial Awards	S	Student Awards - by student (PTSAP, ABESAP, work study)	O	PIB Confidential	Paper	A - SO + 2y SA - Permanent FD - na
ES – Access Programs & Student Services - Financial Awards	S	Student Awards Policies & Procedures (PTSAP, ABESAP, work study)	O	Reference	Paper	A - SO + 2y SA - 5y FD - Ar
ES – Access Programs & Student Services - Financial Awards	na	Student Records System - YYABC SP Screen (5 screens) (SO means when student graduates)	O	PIB	Electro.	A - SO + 7y SA - na FD - na
ES – Access Programs & Student Services - Financial Awards	na	Subject Administration	A		Paper	A - SO SA - 0y FD - D
ES – Access Programs & Student Services - Financial Awards	S	Subject Operational	O	Reference	Paper	A - 2y SA - 5y FD - D
ES – Access Programs & Student Services - Financial Awards	S	Work Study Program (sent to Ministry of Skills, Training, and Labour after program cycle after program cycle)	O		Paper	A - SO SA - na FD - na

ES – (Educational Services) Bookstore	S	Books Purchase Orders and Invoices	A	Fiscal	Paper	A - 2fy SA - 5y FD - D
ES - Bookstore	S	Catalogues for Book Suppliers	A		Paper	A - SO SA - 0y FD - D
ES - Bookstore	S	Charge Sheets	O	Reference	Paper	A - 2fy SA - 5y FD - D
ES - Bookstore	S	Daily Cash Summary	A	Fiscal	Paper	A - 2fy SA - 5y FD - D
ES - Bookstore	S	Instructor Book Orders	O	Reference	Paper	A - 2fy SA - 5y FD - D
ES - Bookstore	S	Product Catalogues	A		Paper	A - SO SA - 0y FD - D
ES - Bookstore	S	PST Information (or until Minister grants permission for destruction)	A	Fiscal	Paper	A - 2fy SA - 5y FD - Permanent
ES - Bookstore	S	Purchase Orders & Invoices for Supplies	A		Paper	A - 2fy SA - 5y FD - D
ES - Bookstore	S	Special Orders for Bookstore Materials	O	Reference	Paper	A - 2fy SA - 5y FD - D
ES - Bookstore	na	Subject Administration (non-record)	A		Paper	A - SO SA - 0y FD - D

ES - (Educational Services) College Resources Co-op Education	S	Co-op Placement	O	Reference	Paper	A - 3y SA - 0y FD - D
ES – College Resources Co-op Education	S	Co-op Student Records (evaluation, eligibility, transcripts)	O	PIB Confidential	Paper	A - SO + 2y SA - 5y FD - D
ES – College Resources Co-op Education	S	Employment - Placement	O	Reference	Paper	A - SO SA - 0y FD - D
ES – College Resources Co-op Education	S	Mailing Lists	A	Reference	Paper	A - SO SA - 0y FD - D
ES – College Resources Co-op Education	na	Subject Administration (non-record)	A		Paper	A - SO SA - 0y FD - D
ES - (Educational Services) College Resources Daycare	R	Daycare Children's Records (at Daycare Centre)	O	PIB	Paper	A - SO + 2y SA -5y FD - D
ES – Daycare	R	Daycare Logbook (bound, required by Childcare Licensing Regulations)	A	Confidential	Paper	A - 5y SA - 5y FD - D
ES – Daycare	R	Daycare Management Subject Records	A	Reference	Paper	A - 2y SA - 5y FD - D

ES – Daycare

R Library Management
Subject

A Reference

Paper

A - 2y
SA - 5y
FD - D

ES - (Educational Services) College Resources Library - General	S	Audio Visual Booking - "Median"	O	Reference	Electr o	A - SO SA - 0y FD - D
ES – College Resources Library - General	S	Audio Visual Materials - Copyright Permission	O	Legal Vital	Paper	A - Permanent SA - N/A FD - na
ES – College Resources Library - General	S	Audiovisuals - Orders	O	Reference	Paper	A - SO SA - 0y FD - D
ES – College Resources Library - General	N	BUCAT - Circulation records	O	PIB	Electr o.	A - SO SA - 0y FD - na
ES – College Resources Library - General	S	Cash Receipts	A		Paper	A - 2fy SA - 0y FD - D
ES – College Resources Library - General	S	Guideposts	O	Reference	Paper	A - SO SA - 0y FD - D
ES – College Resources Library - General	S	Library Annual Report (contains statistical summaries)	O	Reference Historical	Paper	A - 5y SA - 0y FD - Ar
ES – College Resources Library - General	S	Orientation Labs	O	Reference	Paper	A - SO SA - 0y FD - D
ES – College Resources Library - General	S	Reserve Books Listing	O		Paper	A - SO SA - 0y FD - D

ES – College Resources Library - General	S	Statistical Reports to Outside Agencies (Canadian Library Association, American Library Association, National Library of Canada and others)	O	Reference Historical	Paper	A - 15y SA - 0y FD - Ar
ES – College Resources Library - General	S	Statistics - Audio Visual - Orientation - Inter-Library Loan - Other	O	Reference	Paper	A - 15y SA - 0y FD - D
ES – College Resources Library - General	N	Statistics - Circulation - Annual (including student and community borrowers)	O	Reference Historical	Electro.	A - 15y SA - 0y FD - D
ES – College Resources Library - General	R	Statistics - Reference	O	Reference	Paper	A - 15y SA - 0y FD - D
ES – College Resources Library - General	na	Subject Operational (including equipment, work statistics, and inventory of art prints)	O	Reference	Paper	A - 2y SA - 5y FD - D
ES – College Resources Library - General	na	Subject Administration (non-record)	A		Paper	A - SO SA - 0y FD - D

ES - (Educational Services) College Resources Library – Technical Services	R	Books - Purchase Orders and Invoices	A	Fiscal	Paper	A - 2fy SA - 0y FD - D
ES – College Resources Library - Technical Services	R	Collection Inventory and Statistics (including collection of materials)	O	Reference Historical	Paper	A - 15y SA - 0y FD - D
ES – College Resources Library - Technical Services	R	Government Document Orders	A	Reference	Paper	A - 2fy SA - 0y FD - D
ES – College Resources Library - Technical Services	R	Library Catalogue (BUCAT: OPAC, circulation, cataloguing)	O	Reference Vital	Electr o.	A - SO SA - 0y FD - D
ES – College Resources Library - Technical Services	R	LPO Library Purchase Orders (acquisitions)	A	Fiscal	Electr o.	A - SO SA - 0y FD - D
ES – College Resources Library - Technical Services	R	Serials Control Catalogue (Checkmate)	O	Reference	Electr o.	A - SO SA - 0y FD - D
ES – College Resources Library - Technical Services	R	Serials Orders - for Library	A	Fiscal	Paper	A - 2fy SA - 0y FD - D

ES – College Resources Library - Technical Services	R	Serials Orders - not for Library	A	Fiscal	Paper	A - 2fy SA - 0y FD - D
ES – College Resources Library - Technical Services	na	Subject Operational	O	Reference	Paper	A - SO SA - 0y FD - D
ES – College Resources Library - Archives Summary	R	33 Records Series (not fully accessioned)	O	Historical	Paper	FD - Ar
ES – (Educational Services) Facilities	N	Campus Renovations	O	Reference Historical	Paper	A - SO + 5y SA - 5y FD - Ar
ES - Facilities	na	Catalogues for Equipment & Supplies - vendor files	A		Paper	A - SO SA - 0y FD - D
ES - Facilities	N	Construction of Campuses - Buildings Plans - all campuses	O	Reference Historical	Paper	A - SO + 5y SA - 5y FD - Ar
ES - Facilities	N	Contractors (liaison regarding equipment & services) For non-contractual information only For contracts see Vice President, Administration	A		Paper	A - SO SA - 0y FD - D
ES - Facilities	S	Health, Safety and Security Facilities Subjects (retain selective files permanently when the file represents potential for litigation)	A	Reference	Paper	A - 2y SA - 8y FD - D

ES - Facilities	N	Incident Reports (by campus) Retain selective files permanently when the file represents potential for litigation	O	Reference	Paper	A - 5y SA - 8y FD - D
ES - Facilities	N	Insurance Subjects For Policies, see Vice-President, Administration	A	Legal Fiscal	Paper	A - SO + 2y SA - 10y FD - Ar
ES - Facilities	na	Inventory - Furnishings & Equipment	A		Paper	A - SO + 2y SA - 5y FD - D
ES - Facilities		Leases - see Vice President & Administration				
ES - Facilities	na	Parking	A		Paper	A - SO + 2 y SA - 5y FD - D
ES - Facilities	na	Physical Operations Administration Files	A	Reference	Paper	A - 2y SA - 0y FD - D
ES - Facilities	N	Physical Operations and Security Reports (monthly and annually) (safety, statistics, staffing, accomplishments, utilities) Retain selective files permanently when the file represents potential for litigation	O	Reference Historical	Paper	A - 2y SA - 9y FD - Ar
ES - Facilities	na	Subject Administration (non-record)	A		Paper	A - SO SA - 0y FD - D
ES - Facilities		Tenders - see Purchasing				

ES - (Educational Services) Info. & Ed. Tech.	S	Application Systems Records	A	Reference	Paper	A - SO SA - 0y FD - D
ES - Info. & Ed. Tech.	S	Diskettes owned by Borland (vendor of student information systems)	A	Legal	Electr o. Disks	A - SO SA - 0y FD - D
ES - Info. & Ed. Tech.	S	Phone Systems Records (voice, mail)	A		Paper	A - SO SA - 0y FD - D
ES - Info. & Ed. Tech.	S	Service Call Reporting System	A		Electr o.	A - SO SA - 0y FD - D
ES - Info. & Ed. Tech.	na	Information Systems Subject Administration	A		Paper	A - SO SA - 0y FD - D
ES - Info. & Ed. Tech.	S	Software Licenses & Contracts SO means expiry of contract	A	Legal Fiscal	Paper	A - SO + 2y SA - 8y FD - D
ES - Info. & Ed. Tech.	S	Telephone bill verification and charge back	A		Paper	A - 2y SA - 0y FD - D

ES - (Educational Services) Materials Management Purchasing	S	Asset System (Oracle) SO means upon disposition of an asset	A	Reference	Electr o.	A - SO * 2y SA - 5y FD - D
ES – Materials Management - Purchasing	S	Catalogues of Suppliers	A		Paper	A - SO SA - 0y FD - D
ES – Materials Management - Purchasing	S	Expenditure Contracts (other than construction) For Construction, see VP Admin. (SO means expiry of contract)	A	Legal Fiscal Vital	Paper	A - SO + 2y SA - 5y FD - D
ES – Materials Management - Purchasing	S	New Campus Projects Construction, Furnishing & Equipment Procurement	A	Fiscal	Paper	A - SO + 10y SA - 0y FD - Ar
ES – Materials Management - Purchasing	S	Purchase Order Management POM System (Oracle)	A	Fiscal	Electr o.	A - SO SA - na FD - D
ES – Materials Management - Purchasing	S	Print shop & Purchasing Reports & Statistics (Uniplex database)	A		Electr o.	A - SO SA - na FD - D
ES – Materials Management - Purchasing	S	Purchase Orders (SO means expiry of purchase orders)	A	Legal Fiscal	Paper	A - SO + 2y SA - 5y FD - D
ES – Materials Management - Purchasing	S	Purchase Requisitions (source documents for POM)	A	Fiscal	Paper	A - 2fy SA - 5y FD - D
ES – Materials Management - Purchasing	n a	Purchasing Subjects	A		Paper	A - SO SA - 0y FD - D

ES – Materials Management - Purchasing	S	Quotations & Requests for Quotations (Tenders) SO means the Tender is concluded	A	Legal	Paper	A - SO + 4y SA - 3y FD - D
ES – Materials Management - Purchasing	S	Receiving Orders (source documents for POM) SO means upon receipt	A	Fiscal	Paper	A - SO + 2y SA - 5y FD - D
ES – Materials Management - Purchasing	n a	Subject Administration (non-record)	A		Paper	A - SO SA - 0y FD - D

ES (Educational Services) Materials Management - Reprographics	N	Artwork Masters	O	Historical	Paper	A - SO + 2y SA - 0y FD - Ar
ES – Materials Management Reprographics	N	Forms Masters (college forms)	A	Reference	Paper	A - SO + 2y SA - 0y FD - D
ES – Materials Management Reprographics	N	Master Plates	O		Paper	A - SO + 2y SA - 5y FD - D
ES – Materials Management Reprographics	N	Print Negatives	O	Historical	Negat.	A - SO + 2y SA - 5y FD - Ar
ES – Materials Management Reprographics	N	Printing Requisitions	A		Paper	A - 2fy SA - 0y FD - D
ES – Materials Management Reprographics	na	Printing Subject Administration	A		Paper	A - SO SA - 0y FD - D
ES – Materials Management Reprographics	N	Printing Supplies Information	A	Reference	Paper	A - SO SA - 0y FD - D
ES – Materials Management Reprographics	N	Supplies Requisitions	A		Paper	A - 2fy SA - 0y FD - D

ES - (Educational Services) Registrar - Student Records	S	Banner Student Application Information System	O	PIB Permanent Vital	Electr o.	Permanent
ES - Registrar - Student Records	S	Individual Student Records - source documents (includes transcripts, signatures, appeals, final status assessment forms & correspondence) For student admissions and student information relating to a limited access program, see also the discipline and program departments	O	PIB Permanent Vital	Paper	A - SO + 2y SA - Permanent FD - na
ES - (Educational Services) Registrar	S	Academic Standing (honour role, probation - contained on paper and electronic records system)	O	Reference Historical	Paper Electr o.	A - 2y SA - 8y FD - Ar
ES - Registrar	S	Admission Policies	O	Reference Historical Vital	Paper	A - SO SA - 0y FD - Ar
ES - Registrar	S	Applicants - Not Accepted (can be appealed)	O	PIB	Paper	A - SO + 2y SA - 0y FD - D
ES - Registrar	S	Applicants - Not Registered (applicant is accepted and has student number but did not register)	O	PIB	Paper	A - 1y SA - 0y FD - D
ES - Registrar	S	Applicants - not admitted (accepted but not qualified for a program)	O	Reference PIB	Paper	A - SO + 2y SA - 0y FD - D

ES - Registrar	S	Approved Course Outline & Related Information (with signatures & correspondence)	O	Reference Historical	Paper	A - SO SA - 0y FD - Ar
		For instructor-prepared outlines and course syllabi, see discipline and program departments				
ES - Registrar	S	Assessment Test Scores (e.g. Learning Proficiency Exam) (SO means last use)	O	PIB Reference	Paper Electro.	A - SO + 1y SA - 0y FD - D
ES - Registrar	S	Course Timetables	O	Reference Historical	Paper Electro.	A - 7y SA - 0y FD - Ar
ES - Registrar	na	Criminal & Medical Records Searches Location not yet determined - either Registrar or Program department	O	Reference PIB	Paper	A - SO + 2y SA - Permanent FD - na
ES - Registrar	S	Education Deduction Certificate T2202	O	Reference PIB Fiscal	Paper Electro.	A - 7y SA - 0y FD - D
ES - Registrar	S	Enrollment Audit Report	O	Fiscal Reference Historical	Paper	A - 2y SA - 5y FD - Ar
ES - Registrar	S	Enrollment Information Reports	O	Reference Historical	Paper	A - 2y SA - 8y FD - Ar
ES - Registrar	S	Exam Schedules	O		Paper	A - SO SA - 0y FD - D
ES - Registrar	S	Final Status Assessment Forms (part of student record)				

ES - Registrar	S	Graduation Information	O	Reference Historical	Paper	A - 2y SA - 8y FD - Ar
ES - Registrar	S	Instructor Reports (Grades) - by course source data (grade lists and grade verification)	O	Reference PIB	Paper	A - 2y SA - 8y FD - Ar
ES - Registrar	S	Kwantlen College Calendars	O	Reference Historical	Paper	A - 2y SA - 5y FD - Ar
ES - Registrar	S	Program Approval and Course Status Change	O	Reference	Paper	A - SO + 2y SA - 0y FD - D
ES - Registrar	S	Registrar Operational Information	O	Reference	Paper	A - 2y SA - 5y FD - D
ES - Registrar	S	Registration Policies & Procedures	O	Reference Vital	Paper	A - SO + 2y SA - Permanent FD - na
ES - Registrar	S	Student Transcripts from other institutions (never matched to an applicant because student did not apply)	O	Reference PIB	Paper	A - 1y SA - 0y FD - D
ES - Registrar	S	Student Wait lists	O	Reference	Paper	A - SO + 1y SA - 0y FD - D
ES - Registrar	na	Subject Administrative (non-record)	A		Paper	A - SO SA - 0y FD - D
ES - Registrar	S	Transcript Orders	O	Reference	Paper	A - SO SA - 0y FD - D

ES - Registrar	S	Transfer Credit and Transferable Courses Correspondence	O	Reference Historical	Paper	A - 20y SA - 0y FD - Ar
ES - Registrar	S	Transfer Guide	O	Reference Historical	Paper	A - 20y SA - 0y FD - Ar

EDUC - (Education) - Vice-President	S	Education Divisional Operational Subjects	O	Reference Historical	Paper	A - 2y SA - 5y FD - Ar
EDUC - Vice- President	S	Committees & Meetings & Minutes - Kwantlen Educational Advisory Council	A	Reference Historical	Paper	A - 1y SA - 4y FD - Ar
EDUC - Vice- President	S	Committees & Meetings & Minutes - Education Coordinators' Committee	A	Reference Historical	Paper	A - 1y SA - 4y FD - Ar
EDUC - Vice- President	S	Liaison - Internal Groups	A		Paper	A - 2y SA - 0y FD - D
EDUC - Vice- President	S	Liaison - External Groups (government, other educational institutions)	A		Paper	A - 2y SA - 5y FD - D
EDUC - Vice- President	S	Project files for Vice- President AAS (regarding operations)	O	Reference	Paper	A - SO + 2y SA - 5y FD - Ar

EDUC – (Education) Applied Design & Communication s	R	Contract Inventory List - Applied Design & Communications	O	PIB	Paper	A - SO SA - 0y FD - D
EDUC - Applied Design & Communications	R	Course Presentation and Syllabi -Applied Design & Communications (prepared by Instructor) - for Course Outlines, see Registrar	O	Reference Historical	Paper	A - SO + 1y SA - 5y FD - Ar
EDUC - Applied Design & Communications	R	Departmental Committees - Applied Design & Communications (convenor, coordinators, curriculum)	A	Reference Historical	Paper	A - 2y SA - 5y FD - Ar
EDUC - Applied Design & Communications	R	Discipline and Program Records Applied Design & Communications For Faculty & Program Assistants Selection and Interviews - Applied Design & Communications (see Human Resources)	O	Reference Historical	Paper	A - 3y SA - 5y FD - Ar
EDUC - Applied Design & Communications	R	Faculty and Department Correspondence - Applied Design & Communications - for personnel files, see Human Resources	A	PIB	Paper	A - SO + 5y SA - 2y FD - D
EDUC - Applied Design & Communications	R	Faculty Evaluations (peer, student, self) - Applied Design & Communications	O	PIB	Paper	A - SO + 6y SA - 0y FD - D
EDUC - Applied Design & Communications	R	Operational Subjects - Applied Design & Communications (includes liaison with external groups)	O	Reference	Paper	A - 2y SA - 0y FD - D

EDUC - Applied Design & Communications	R	Staff and Department Correspondence - Applied Design & Communications - for personnel files, see Human Resources	O	PIB	Paper	A - SO + 2y SA - 0y FD - D
EDUC - Applied Design & Communications	R	Student Information - Design & Communications (includes admissions and interview information)	O	PIB	Paper	A - SO SA - Permanent FD - na

EDUC - (Education) Applied Technology, Trades and Vocational	N	Contract Inventory List - Applied Technology, Trades and Vocational	O	PIB	Paper	A - SO SA - 0y FD - D
EDUC - Applied Technology, Trades and Vocational	N	Course Presentation and Syllabi - Applied Technology, Trades and Vocational (prepared by Instructor) - for Course Outlines, see Registrar	O	Reference Historical	Paper	A - SO + 1y SA - 5y FD - Ar
EDUC - Applied Technology, Trades and Vocational	N	Departmental Committees Applied Technology, Trades and Vocational and Vocational Training (convenor, coordinators, curriculum)	A	Reference Historical	Paper	A - 2y SA - 5y FD - Ar
EDUC - Applied Technology, Trades and Vocational	N	Discipline and Program Records - Applied Technology, Trades and Vocational	O	Reference Historical	Paper	A - 3y SA - 5y FD - Ar
EDUC - Applied Technology, Trades and Vocational	N	Faculty and Department Correspondence - Applied Technology, Trades and Vocational - for personnel files, see Human Resources Faculty and Program Assistants Selection and Interviews - Applied Technology, Trades and Vocational (see Human Resources)	A	PIB	Paper	A - SO + 5y SA - 0y FD - D

EDUC - Applied Technology, Trades and Vocational	N	Faculty Evaluations (peer, student, self) - Applied Technology, Trades and Vocational	O	PIB	Paper	A - SO + 6y SA - 0y FD - D
EDUC - Applied Technology, Trades and Vocational	N	Operational Subjects - Applied Technology, Trades and Vocational (includes liaison with external groups)	O	Reference	Paper	A - 2y SA - 0y FD - D
EDUC - Applied Technology, Trades and Vocational	N	Staff and Department Correspondence - for Personnel files, see Human Resources	O	PIB	Paper	A - SO + 2y SA - 0y FD - D
EDUC - Applied Technology, Trades and Vocational	S	Student Correspondence - Applied Technology, Trades and Vocational (includes admissions and interview information) - Active and Graduate	O	PIB	Paper	A - SO SA - Permanent FD - na

EDUC - (Education) Business	L	Contract Inventory List - Business (no contractual information)	O	PIB	Paper	A - SO SA - 0y FD - D
EDUC - Business	L	Course Presentation and Syllabi - Business (prepared by Instructor) - for course outlines, see Registrar	O	Reference Historical	Paper	A - SO + 1y SA - 5y FD - Ar
EDUC - Business	L	Departmental Committees - Business (convenor, coordinators, curriculum)	A	Reference Historical	Paper	A - 2y SA - 5y FD - Ar
EDUC - Business	L	Discipline and Program Records - Business	O	Reference Historical	Paper	A - 3y SA - 5y FD - Ar
EDUC - Business	L	Faculty and Department Correspondence - Business - for personnel files, see Human Resources For Faculty and Program Assistants Selection and Interviews (see Human Resources)	A	PIB	Paper	A - SO + 5y SA - 0y FD - D
EDUC - Business	L	Faculty Evaluations (peer, student, self)	O	PIB	Paper	A - SO + 6y SA - 0y FD - D
EDUC - Business	L	Operational Subjects (includes liaison with external groups)	O	Reference	Paper	A - 2y SA - 0y FD - D
EDUC - Business	L	Staff and Department Correspondence - for personnel files, see Human Resources	O	PIB	Paper	A - SO + 2y SA - 0y FD - D

EDUC - (Education) Community & Health Sciences	S	Contract Inventory List – Community & Health Sciences	O	PIB	Paper	A - SO SA - 0y FD - D
EDUC - Community & Health Sciences	S	Course Presentation and Syllabi - Community & Health Sciences (prepared by Instructor) - for course outlines, see Registrar	O		Paper	A - SO + 1y SA - 5y FD - Ar
EDUC - Community & Health Sciences	S	Departmental Committees - Community & Health Sciences (convenor, coordinators, curriculum)	A		Paper	A - 2y SA - 5y FD - Ar
EDUC - Community & Health Sciences	S	Discipline and Program Records - Community & Health Sciences s	O		Paper	A - 3y SA - 5y FD - Ar
		For Faculty & Program Assistants Selection and Interviews - Community & Health Sciences (see Human Resources)				
EDUC - Community & Health Sciences	S	Faculty and Department Correspondence - Community & Health Sciences - for personnel files, see Human Resources	A	PIB	Paper	A - SO + 5y SA - 0y FD - D
EDUC - Community & Health Sciences	S	Faculty Evaluations (peer, student, self) - Community & Health Sciences	O	PIB	Paper	A - SO + 6y SA - 0y FD - D
EDUC - Community & Health Sciences	S	Operational Subjects - Community & Health Sciences	O		Paper	A - 2y SA - 0y FD - D

EDUC - Community & Health Sciences	S	Staff and Department Correspondence - Community & Health Sciences - for personnel files, see Human Resources	O	PIB	Paper	A - SO + 2y SA - 0y FD - D
EDUC - Community & Health Sciences	S	Student Correspondence - Community & Health Sciences (includes admissions and interview information) - Active and Graduate	O	PIB	Paper	A - SO + 2y SA - 5y FD - D
EDUC - Community & Health Sciences	S	Student Information - Community Support Worker Program (medical, criminal search and personal information)	O	PIB	Paper	A - SO SA - Permanent FD - na
EDUC - Community & Health Sciences	S	Student Information - Early Childhood Education Program (medical, criminal search and personal information)	O	PIB	Paper	A - SO SA - Permanent FD - na

EDUC - (Education) Education Planning	S	Educational Leave Applications	O	PIB Confidential	Paper	A - 2y SA - 5y FD - D
EDUC – Education Planning	S	Human Resources Development and Plans (includes educational leave and college information for instructors)	O	Historical Reference	Paper	A - 2y SA - 5y FD - Ar
EDUC – Education Planning	S	Planning Topics & Reports	O	Historical Reference	Paper	A - 2y SA - 5y FD - Ar
EDUC – Education Planning	S	Program and Institution Evaluation	O	Historical Reference	Paper	A - 2y SA - 5y FD - Ar
EDUC – Education Planning	S	Program Profile Request (Budget Request) - submitted to Ministry of Skills, Training, & Labour	O	Historical Reference	Paper	A - 2y SA - 5y FD - Ar
EDUC – Education Planning	S	Programs - Curriculum Development	O	Reference Historical	Paper	A - 2y SA - 5y FD - Ar
EDUC – Education Planning	S	Research & Related Studies	O	Historical Reference	Paper	A - 2y SA - 8y FD - Ar
EDUC – Education Planning	S	Student Surveys - Follow-up	O	Reference Historical	Paper	A - 2y SA - 8y FD - Ar
EDUC – Education Planning	na	Subject Administration	A		Paper	A - SO SA - 0y FD - D
EDUC – Education Planning	S	Subject Operational	O	Reference	Paper	A - 3y SA - 4y FD - D

EDUC - (Education) Horticulture	L	Contract Inventory List - Horticulture	O	PIB	Paper	A - SO SA - 0y FD - D
EDUC - Horticulture	L	Course Presentation and Syllabi - Horticulture (prepared by Instructor) - for course outlines, see Registrar	O	Reference Historical	Paper	A - SO + 1y SA - 5y FD - Ar
EDUC - Horticulture	L	Departmental Committees (convenor, coordinators, curriculum) - Horticulture	A	Reference Historical	Paper	A - 2y SA - 5y FD - Ar
EDUC - Horticulture	L	Discipline and Program Records - Horticulture (includes program articulation records)	O	Reference Historical	Paper	A - 3y SA - 5y FD - Ar
		For Faculty & Program Assistants Selection and Interviews - Horticulture (see Human Resources)				
EDUC - Horticulture	K	For Faculty and Department Correspondence - Horticulture - for personnel file, see Human Resources	A	PIB	Paper	A - SO + 5y SA - 0y FD - D
EDUC - Horticulture	L	Faculty Evaluations (peer, student, self) - Horticulture	O	PIB	Paper	A - SO + 6y SA - 0y FD - D
EDUC - Horticulture	L	Operational Subjects - Horticulture (incl. liaison with external groups)	O	Reference	Paper	A - 2y SA - 0y FD - D
EDUC - Horticulture	L	Staff and Department Correspondence - Horticulture - for personnel file, see Human Resources	O	PIB	Paper	A - SO + 2y SA - 0y FD - D

EDUC - (Education) Humanities	R	Contract Inventory List - Humanities	O	PIB	Paper	A - SO SA - 0y FD - D
EDUC - Humanities	R	Course Presentation and Syllabi - Humanities (prepared by Instructor) - for course outlines, see Registrar	O	Reference Historical	Paper	A - SO + 1y SA - 5y FD - Ar
EDUC - Humanities	R	Departmental Committees - Humanities (convenor, coordinators, curriculum)	A	Reference Historical	Paper	A - 2y SA - 5y FD - Ar
EDUC - Humanities	R	Discipline and Program Records - Humanities	O	Reference Historical	Paper	A - 3y SA - 5y FD - Ar
EDUC - Humanities	R	Faculty and Department Correspondence - Humanities - for personnel files, see Human Resources For Faculty and Program Assistants Selection and Interviews - Humanities (see Human Resources)	A	PIB	Paper	A - SO + 5y SA - 0y FD - D
EDUC - Humanities	R	Faculty Evaluations (peer, student, self) - Humanities	O	PIB	Paper	A - SO + 6y SA - 0y FD - D
EDUC - Humanities	R	Operational Subjects - Humanities (includes liaison with external groups)	O	Reference	Paper	A - 2y SA - 0y FD - D
EDUC - Humanities	R	Staff and Department Correspondence - for personnel files, see Human Resources	O	PIB	Paper	A - SO + 2y SA - 0y FD - D

EDUC - (Education) Science, Math & Technology	S	Contract Inventory List - Science, Math & Technology	O	PIB	Paper	A - SO SA - 0y FD - D
EDUC - Science, Math & Technology	S	Course Presentation and Syllabi - Science, Math & Technology (prepared by Instructor) - for course outlines, see Registrar	O	Reference Historical	Paper	A - SO + 1y SA - 5y FD - Ar
EDUC - Science, Math & Technology	S	Departmental Committees - Science, Math & Technology (convenor, coordinator, curriculum)	A	Reference Historical	Paper	A - 2y SA - 5y FD - Ar
EDUC - Science, Math & Technology	S	Discipline and Program Records - Science, Math & Technology	O	Reference Historical	Paper	A - 3y SA - 5y FD - Ar
EDUC - Science, Math & Technology	S	Faculty and Department Correspondence - Science, Math & Technology - for personnel files, see Human Resources	A	PIB	Paper	A - SO + 5y SA - 0y FD - D
		For Faculty and Program Assistants Selection and Interviews - Science, Math & Technology (see Human Resources)				
EDUC - Science, Math & Technology	S	Faculty Evaluations (peer, student, self) - Science, Math & Technology	O	PIB	Paper	A - SO + 6y SA - 0y FD - D
EDUC - Science, Math & Technology	S	Operational Subjects - Science, Math & Technology (includes liaison with external groups)	O	Reference	Paper	A - 2y SA - 0y FD - D

EDUC - Science, Math & Technology	S	Staff and Department Correspondence - Science, Math & Technology - for personnel files, see Human Resources	O	PIB	Paper	A - SO + 2y SA - 0y FD - D
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EDUC - (Education) Social Sciences & Music	S	Contract Inventory List - Social Sciences & Music	O	PIB	Paper	A - SO SA - 0y FD - D
EDUC - Social Sciences & Music	S	Course Presentation and Syllabi - Social Sciences & Music (prepared by Instructor) - for course outlines, see Registrar	O	Reference Historical	Paper	A - SO + 1y SA - 5y FD - Ar
EDUC - Social Sciences & Music	S	Departmental Committees - Social Sciences & Music (convenor, coordinators, curriculum)	A	Reference Historical	Paper	A - 2y SA - 5y FD - Ar
EDUC - Social Sciences & Music	S	Discipline and Program Records - Social Sciences Music	O	Reference Historical	Paper	A - 3y SA - 5y FD - Ar
EDUC - Social Sciences & Music	S	Faculty and Department Correspondence - Social Sciences & Music - for personnel files, see Human Resources For Faculty and Program Assistants Selection and Interviews - Social Sciences & Music (see Human Resources)	A	PIB	Paper	A - SO + 5y SA - 0y FD - D
EDUC - Social Sciences & Music	S	Faculty Evaluations (peer, student, self) - Social Sciences & Music	O	PIB	Paper	A - SO + 6y SA - 0y FD - D
EDUC - Social Sciences & Music	S	Operational Subjects - Social Sciences & Music (includes liaison with external groups)	O	Reference	Paper	A - 2y SA - 0y FD - D

EDUC - Social Sciences & Music	S	Staff and Department Correspondence - Social Sciences & Music - for personnel files, see Human Resources	O	PIB	Paper	A - SO + 2y SA - 0y FD - D
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HR - (Human Resources) Human Resources	S	Applicant Tracking (Paradox) (SO means last use of record)	A	PIB Confidential	Electro.	A - SO + 1y SA - nil FD - D
HR - Human Resources	S	Appraisals - see personnel file - for faculty evaluations, see program department			Paper	
HR - Human Resources	S	Classification Records	A		Paper	A - SO + 2y SA - 5y FD - D
HR - Human Resources	S	Competition Records (includes resumes) - for faculty interviews and selection, see program department	A	PIB Confidential	Paper	A - SO + 2y SA - 0y FD - D
HR - Human Resources	S	Employee Benefits - placed in personnel file upon termination	A	Reference	Paper	A - SO SA - na FD - na
HR - Human Resources	S	Grievance Records	A	PIB Confidential	Paper	A - SO + 2y SA - 5y FD - D
HR - Human Resources	S	Harassment & Other Complaints (harassment, work life)	A	PIB Confidential	Paper	A - SO + 2y SA - 5y FD - D
HR - Human Resources	S	Health and Safety - committee - accident and injury reports	A	Reference	Paper	A - 2y SA - Permanent FD - na
HR - Human Resources	S	HRIS (Human Resources Information System) (SO means last use of record)	A	PIB Confidential	Electro.	A - SO + 1y SA - nil FD - D
HR - Human Resources	S	Job Ads (binder)	A	Reference	Paper	A - SO + 3y SA - 0y FD - D

HR - Human Resources	S	Job Descriptions: Administration, Staff, Faculty	A	Reference Historical	Paper	A - SO + 2y SA - 5y FD - Ar
HR - Human Resources	S	Labour Group Contracts - Negotiations and Master Agreements (SO means expiry of contract)	A	Reference Historical	Paper	A - SO + 2y SA - 5y FD - Ar
HR - Human Resources	S	Labour Groups - general	A		Paper	A - 2y SA - 5y FD - D
HR - Human Resources	S	Long Term Disability	A	PIB Confidential	Paper	A - SO + 2y SA - 8y FD - D
HR - Human Resources	S	Personnel Records - Faculty (this includes all selection and interview information) - for faculty and department correspondence, see program department	A	PIB Confidential	Paper	A - SO + 2y SA - 7y FD - D
HR - Human Resources	S	Personnel Records - On-call	A	PIB Confidential	Paper	A - SO + 1y SA - 0y FD - D
HR - Human Resources	S	Personnel Records - Staff & Administration (this includes selection and interview information) - for staff and department correspondence, see program department	A	PIB Confidential	Paper	A - SO + 2y SA - 7y FD - D
HR - Human Resources	S	Postings	A		Paper	A - SO + 2y SA - 0y FD - D
HR - Human Resources	S	Resumes - for Administrative Positions (SO means last use)	A	PIB Confidential	Paper	A - SO + 1y SA - 0y FD - D

HR - Human Resources	S	Resumes - for Faculty Positions (SO means last use)	A	PIB Confidential	Paper	A - SO + 1y SA - 0y FD - D
HR - Human Resources	S	Resumes - for Staff positions Unsolicited and Unsuccessful (SO means last use)	A	PIB Confidential	Paper	A - SO + 1 y SA - 0y FD - D
HR - Human Resources	S	Salary Administration	A	Reference	Paper	A - 2y SA - 0y FD - D
HR - Human Resources	S	Student Assistants - Sessional	A	PIB	Paper	A - SO + 2y SA - 8y FD - D
HR - Human Resources	na	Subject Administration (HR projects, appraisals, etc.)	A	Reference	Paper	A - 2y SA - 5y FD - D
HR - Human Resources	S	Training and Development (WHMIS, courses, etc.) - for faculty professional development, see also Planning and Research)	A		Paper	A - 2y SA - 0y FD - D

M & D - (Marketing & Development) Communication s	S	Advertising Accounts	A	Reference	Paper	A - 2y SA - 5y FD - D
M & D - Communications	S	Advertising Copy of Photos	A	Vital	Paper	A - 2y SA - 5y FD - Ar
M & D - Communications	S	Marketing Subject Operational	O	Reference	Paper	A - 2y SA - 5y FD - D
M & D - Communications	S	Promotional and Special Events	A	Historical	Paper	A - 2y SA - 5y FD - Ar
M & D - Communications	S	Regional Campus Openings	A	Historical	Paper	A - 2y SA - 5y FD - Ar
M & D - Communications	na	Subject Administration (non-record)	A		Paper	A - SO SA - 0y FD - D

M & D - (Marketing & Development) Fundraising	S	Alumni Information	O	PIB Reference Historical Confidential	Paper	A - SO + 5y SA - 2y FD - D
M & D – Fund Raising	S	Donor Records	O	Reference Historical PIB Confidential	Paper	A - SO + 5y SA - 2y FD –AR
M & D – Fund Raising	S	Fund Master (UNIX)	O	PIB Confidential	Electr o.	A - SOy SA – na FD - na
M & D – Fund Raising	S	Funding Proposals (to prospective donors)	O	PIB Reference		A - SO + 5y SA - 22y FD –D
M & D – Fund Raising	S	Fundraising Events	O	Reference Historical	Paper	A - SO + 2y SA - 5y FD –AR
M & D – Fund Raising	S	Fundraising Operational Subject Records	O	Reference	Paper	A - 2y SA - Oy FD –D
M & D – Fund Raising	S	Liaison – Associations	A		Paper	A - 2y SA - Oy FD –D
M & D – Fund Raising	S	Prospect Research	O	PIB Reference Confidential	Paper	A - SO + 5y SA - 25y FD –D