

1.1 Effective records management ensures that all University records are retained for as long as necessary based on their operational, fiscal, legal, and historical value, and are disposed of in an authorized, cost-effective, and organized manner at the end of their retention period.

2.1. To establish a comprehensive University-wide records management program, including retention and disposition schedules for specific record groups, guidelines, and procedures;

2.2. To ensure that University records are created, maintained, used, destroyed, and/or preserved in a systematic and appropriate manner, in compliance with relevant legislation, national and international standards, and best practices;

2.3. To define roles, responsibilities, and accountabilities for records management.

3.1 This Policy applies to all University Records.

3.2 This Policy applies to all members of the University community responsible for creating, receiving and/or accumulating University Records.

3.2 This policy does not apply to those records that are not University Records as defined in this Policy, including teaching and research records created or acquired by faculty members that are unrelated to the operation and administration of the University.

3.3 If any provision of this Policy is found to be inconsistent with the provisions of a collective agreement, the collective agreement will prevail, unless the Policy provision is

Records. Records related to research and academic activities which are used for the administration and operation of the University (e.g., administrative records, financial records, records that demonstrate compliance with legislative, regulatory, or funding agency requirements) are University Records, in accordance with FOIPOP.

4.3. Record means a record as defined in FOIPOP, including “books, documents, maps,



7.2. Procedures:

7.2.1. Records Retention and Disposition Schedule – Appendix A

7.2.2. Follow standardized naming conventions for documents/records.

7.2.3. D

**RECORDS MANAGEMENT POLICY  
RECORDS RETENTION AND DISPOSITION SCHEDULE ("RRDS")**

**4 STEPS FOR MANAGING UNIVERSITY RECORDS**

**STEP 1 – CLASSIFY**

**STEP 2 – FILE AND MAINTAIN**

**STEP 3 – RETAIN**

**STEP 4 – DISPOSE**

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<b>Code</b>	<b>Function</b>	<b>Description</b>
	<b>Administration</b>	
	<b>Campus Operations</b>	

	<b>Management</b>	
	<b>Financial Management</b>	
	<b>Governance</b>	
	<b>Human Resources</b>	
	<b>Research Management</b>	
	<b>Students</b>	

**Teaching and  
Learning**







Records Code	Records Class	Scope Notes/Description	Responsible Office	Retention Event	Retention Period (Yrs)	Disposition
<b>ADMINISTRATION (ADM)</b>						
	Claims and Litigation					Destroy
	Contracts and Agreements					Archives
	Executive Records					Destroy, unless Archival or Precedent Value
	Closing Books					Permanent
	Leases					Destroy
	Legal Opinions					Destroy
	Program Management				7	Destroy
	Policies and Procedures				7	Archives
	Project Management				7	Destroy

Records Code	Records Class	Scope Notes/Description	Responsible Office	Retention Event	Retention Period (Yrs)	Disposition
	<b>(Accidents, Security, Emergency, Violence)</b>					
	<b>Accommodations, Residences and Housing</b>					<b>Destroy</b>
	<b>Athletics Memberships, Teams and Registrations</b>					<b>Destroy</b>

**Conference Planning and Management**

Records Code	Records Class	Scope Notes/Description	Responsible Office	Retention Event	Retention Period (Yrs)	Disposition
	Patient Health Records					Destroy
	Health Professionals Records					Destroy
	Retail Services					Destroy
<b>ENTERPRISE INFORMATION MANAGEMENT (EIM)</b> <b>Access Requests</b>						

Records Code	Records Class	Scope Notes/Description	Responsible Office	Retention Event	Retention Period (Yrs)	Disposition
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**Technology Asset Management**



Records Code	Records Class	Scope Notes/Description	Responsible Office	Retention Event	Retention Period (Yrs)	Disposition
	<b>Communications</b>					<b>Archives</b>
	<b>External, Government and Media Relations</b>					<b>Archives</b>
	<b>Marketing and Promotions</b>					<b>Archives</b>
	<b>Gift Administration</b>					

<b>Records Code</b>	<b>Records Class</b>	<b>Scope Notes/Description</b>	<b>Responsible Office</b>	<b>Retention Event</b>	<b>Retention Period (Yrs)</b>	<b>Disposition</b>
	<b>Building Permits</b>					<b>Archives</b>
	<b>Inventory (of Equipment and Furniture) Maintenance</b>					<b>Destroy</b>





Records Code	Records Class	Scope Notes/Description	Responsible Office	Retention Event	Retention Period (Yrs)	Disposition
	<b>Accounting - General Ledgers</b>					<b>Transfer to University Archives</b>

**Research  
Accounting**

Records Code	Records Class	Scope Notes/Description	Responsible Office	Retention Event	Retention Period (Yrs)	Disposition
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Records Code	Records Class	Scope Notes/Description	Responsible Office	Retention Event	Retention Period (Yrs)	Disposition
	<b>Endowments</b>					<b>Transfer to University Archives</b>

**Endowment Management**

**Secure Destruction**

Records Code	Records Class	Scope Notes/Description	Responsible Office	Retention Event	Retention Period (Yrs)	Disposition
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Records Code	Records Class	Scope Notes/Description	Responsible Office	Retention Event	Retention Period (Yrs)	Disposition

**Budgets - University**

Records Code	Records Class	Scope Notes/Description	Responsible Office	Retention Event	Retention Period (Yrs)	Disposition
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**Material and University-Owned Assets**

Records Code	Records Class	Scope Notes/Description	Responsible Office	Retention Event	Retention Period (Yrs)	Disposition
	Committee Meetings					
	Board Members					Permanent
	Senate					Permanent
<b>HUMAN RESOURCES (HUM)</b>						
	Employee Records (Personnel Files)					Destroy
	Attendance and Scheduling					Destroy
	Employee Relations					





Records Code	Records Class	Scope Notes/Description	Responsible Office	Retention Event	Retention Period (Yrs)	Disposition
	Special Retirement Packages					Destroy
	Pension Contribution Records					Destroy
	Benefits					Destroy
	Performance Evaluation					Destroy
	Conflict Resolutions Files					Destroy

**RESEARCH MANAGEMENT (REM)**

**Intellectual Property**

Records Code	Records Class	Scope Notes/Description	Responsible Office	Retention Event	Retention Period (Yrs)	Disposition
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**Partnerships and  
Collaboration  
(Projects and  
Programs)**

Records Code	Records Class	Scope Notes/Description	Responsible Office	Retention
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Records Code	Records Class	Scope Notes/Description	Responsible Office	Retention Event	Retention Period (Yrs)	Disposition
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**Financial Assistance  
(Students)**

Records Code	Records Class	Scope Notes/Description	Responsible Office	Retention Event
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Records Code	Records Class	Scope Notes/Description	Responsible Office	Retention Event	Retention Period (Yrs)	Disposition

**Student Records & Acquisitions**



Records Code	Records Class	Scope Notes/Description	Responsible Office	Retention Event	Retention Period (Yrs)	Disposition
	Grants & Awards					Archives
	& Invoices					Archives



Records Code	Records Class	Scope Notes/Description	Responsible Office	Retention Event	Retention Period (Yrs)	Disposition
<b>VICE PRESIDENT ACADEMIC &amp; RESEARCH (VPA)</b>						
	Annual Report					Permanent

Awards

Records Code	Records Class	Scope Notes/Description	Responsible Office	Retention Event	Retention Period (Yrs)	Disposition
	Leave					Destroy
	Chair					Archives

AssA

Records Code	Records Class	Scope Notes/Description	Responsible Office	Retention Event	Retention Period (Yrs)	Disposition
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**Appointments  
(General)**

**Archives**

Records Code	Records Class	Scope Notes/Description	Responsible Office	Retention Event	Retention Period (Yrs)	Disposition
	Correspondence					
	Accelerated Promotion					Permanent
	Complaints Regarding Faculty Member  Formal Reprimands					Destroy
	Documents Pertaining to Disciplinary Decisions  Reviews					Destroy
	Grievances					Destroy
						Destroy

Records Code	Records Class	Scope Notes/Description	Responsible Office	Retention Event	Retention Period (Yrs)	Disposition
	<b>General Documents</b>  <b>Award Awards (Confidential)</b>					<b>Archives</b>
	<b>Immigration and Citizenship</b>					<b>Permanent</b>
	<b>References and Qualification</b>					<b>Destroy</b>

