

# MEDICINE HAT COLLEGE RECORDS RETENTION AND DISPOSITION SCHEDULE

To be used in accordance with Records and Information Management Policy (GA-05)

# GLOSSARY

## Schedule Elements

<b>Code</b>	A unique alphanumeric identifier for each record series.
<b>Record Series</b>	A group of related records created to support the same College activity.
<b>Description</b>	The purpose served by records in a series.
<b>Examples</b>	The types of records that are included in a series. This list may not be exhaustive.
<b>Record Custodian</b>	The unit that is responsible for the retention and disposition of master records.
<b>Retention Period</b>	The minimum and maximum length of time, in years, that master records in a series must be kept.
<b>Closure Event</b>	A trigger for when a record series is considered closed. This is when the retention period begins.
<b>Disposition</b>	The action taken at the end of a retention period. There are three options: <ol style="list-style-type: none"><li>1) Destroy/Delete</li><li>2) Selective archival retention, and</li><li>3) Indefinite retention.</li></ol>
<b>Notes</b>	Any necessary clarification not covered by the other elements of the Schedule. Includes cross-references for any similar or associated record series ( <i>See also</i> ).
<b>Citation</b>	The legislative context for retention and disposition decisions.

## Closure Events

<b>Closure/resolution</b>	When a decision is made on a final course of action.
<b>Fiscal year end</b>	June 30.
<b>Superseded/Obsolete</b>	When records are replaced by newer versions, or have otherwise reached the end of their usefulness for current business.

## Disposition Events

<b>Destroy/Delete</b>	To destroy or delete a record to the point that it is unreadable and unrecoverable by a human or a machine. Secure destruction methods must be used for records containing personal information
<b>Selective archival retention</b>	For an archival authority to appraise the continuing value of records at the end of a retention period.
<b>Indefinite</b>	To preserve records indefinitely based on their continuing value for the College community.

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# ADMINISTRATION - ADM

CODE	RECORD SERIES DESCRIPTION	EXAMPLES	RECORD CUSTODIAN	RETENTION PERIOD CLOSURE EVENT DISPOSITION	NOTES CITATIONS
ADM-01	<b>Committees, Working Groups, and Taskforces – External</b> Records related to participation in meetings organized by external bodies.	Consists of agendas, meeting minutes, packages, and information items.	Meeting participants	0 years Superseded/ Obsolete Destroy/Delete	If participant is chair or lead of group, they must follow the external retention policy
ADM-02	<b>Committees, Working Groups, and Taskforces – Internal</b> Records related to collaboration by internal committees, working groups, or taskforces.	Consists of agendas, meeting minutes, packages, and information items.	Chair or lead	5 years Fiscal year end Destroy/Delete	Select summary records may be transferred to ADM-05 Department Management Post-Secondary Learning Act [3 years]
ADM-03	<b>Conference Planning and Management</b> Records related to planning and hosting conferences, excluding financial records.	Consists of conference programs, accommodation documentation, registrations, and attendance lists.	Originating office	2 years Fiscal year end Destroy/Delete	Alberta Limitations Act [2 years] <i>See also:</i> <i>FIN-01 Accounts Payable</i>

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ADM-04	<b>Departmental Guidelines</b> Records related to departmental or office guidelines and processes.	Consists of handbooks, manuals, guides, procedural documents, training materials, checklists, templates, and password lists.	Originating office	2 years Fiscal year end Destroy/Delete	<i>See also:</i> <i>GOV-13 Policies - College</i>
ADM-05	<b>Department Management</b> Records related to department planning and development.	Consists of summaries and analyses.	Managers/ Supervisors	2 years Termination of employment Destroy/Delete	
ADM-06	<b>Departmental Meetings</b> Records related to departmental meetings.	Consists of agendas, meeting minutes, and notes.	Originating office	2 years Fiscal year end Selective archival retention	Alberta Limitations Act [2 years]
ADM-07	<b>Directories and Contacts</b> Records related to the collection of contact information.	Consists of directories, contact/distribution lists, and communication tracking.	Originating office	0 years Superseded/ Obsolete Destroy/Delete	<i>See also:</i> <i>MKT-04 Consent to Contact</i>
ADM-08	<b>Event Management</b> Records related to facilitating events for the College community. Excludes conferences and convocation ceremonies.	Consists of registrations, schedules, invitations, programs, presentations, speeches, ticket taker forms, attendance tracking, and feedback forms/surveys.	Originating office	3 years Date of event Destroy/Delete	<i>See also:</i> <i>FIN-01 Accounts Payable</i> <i>LGL-06 Waivers of Liability</i> <i>MKT-08 Photos and Photo Banks</i>

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ADM-09	<p><b>Personnel Management</b> Records related to the direct supervision of employees. Excludes official employee records.</p>	<p>Consists of agendas, meeting notes, annual planning documents, self-evaluations, and goals/objectives.</p>	<p>Managers/ Supervisors</p>	<p>2 years Termination of employment Destroy/Delete</p>	<p>Alberta Limitations Act [2 years] <i>See also:</i> <i>FCT-11 Security and Building Access</i> <i>HRS-08 Employee Records</i> <i>HRS-17 Professional Development</i></p>
ADM-10	<p><b>Project Management</b> Records related to managing projects or initiatives that fall beyond the scope of annual or regularly occurring work. Includes overseeing contracted project work.</p>	<p>Consists of research, proposals, timelines, planning/strategy documents, progress tracking, and outcome summaries.</p>	<p>Originating office</p>	<p>5 years Termination of work Destroy/Delete</p>	<p>Select summary records may be transferred to ADM-05 Department Management</p>
ADM-11	<p><b>Reporting - Activity and Management</b> Records related to producing and disseminating reports to communicate a department's activities, progress, performance, and outcomes internally. Includes annual Board reports.</p>	<p>Consists of reports, presentations, statistics, and research.</p>	<p>Originating office</p>	<p>5 years Superseded/ Obsolete Destroy/Delete</p>	<p>Select summary records may be transferred to ADM-05 Department Management <i>See also:</i> <i>FIN-13 Reporting - Financial</i> <i>GOV-16 Reporting – Accountability</i> <i>GOV-17 Reporting – Institutional</i></p>



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<b>ADM-12</b>	<p><b>Strategic Planning – Departmental</b> Records related to developing and tracking departmental objectives and strategic plans.</p>	<p>Consists of strategic plans, forecasts, goals/objectives, implementation tracking, and key performance indicators.</p>	<p>Originating office  *Strategic Research &amp; Analysis</p>	<p>5 years Fiscal year end Selective archival retention</p>	<p>Select summary records may be transferred to ADM-05 Department Management <i>See also:</i> <i>ADM-10 Project Management</i> <i>ADM-11 Reporting - Activity and Management</i></p>
<b>ADM-13</b>	<p><b>Travel</b> Records related to arranging travel for MHC employees and teams. Excludes financial records.</p>	<p>Consists of itineraries, accommodation and travel confirmations, travel forms, and *copies of staff passports.</p>	<p>Originating office</p>	<p>0 years Fiscal year end Destroy/Delete</p>	<p>Select summary records may be transferred to ADM-05 Department Management  *Copies of staff passports must be destroyed/deleted once a specific need for their retention has expired <i>See also:</i> <i>FIN-01 Accounts Payable</i></p>
<b>ADM-14</b>	<p><b>Unspecified and Non-Record Materials</b> General records of a routine administrative nature for which no other suitable classification code exists.</p>	<p>Consists of drafts/duplicates of final records, routine communications where no formal decision has been made, agendas and meeting minutes held by participants other than a committee chair</p>	<p>Originating office</p>	<p>0 years Superseded/ Obsolete Destroy/Delete</p>	<p>Includes non-record materials as defined by the policy</p>

# CAMPUS OPERATIONS - CAM

CODE	RECORD SERIES DESCRIPTION	EXAMPLES	RECORD CUSTODIAN	RETENTION PERIOD CLOSURE EVENT DISPOSITION	NOTES CITATIONS
CAM-01	<p><b>Athletes – External</b> Records related to training and programming provided for athletes by the Alberta Sport Development Centre.</p>	<p>Consists of PAR-Qs, contact information, emergency contacts, performance tracking, testing results, and program evaluations.</p>	<p>Sport &amp; Wellness - Alberta Sport Development Centre</p>	<p>10 years Termination of training Destroy/Delete</p>	<p>If a minor is involved, the retention minimum begins when the minor turns 18 Alberta Limitations Act [10 years] <i>See also:</i> <i>LGL-06 Waivers of Liability</i></p>
CAM-02	<p><b>Athletes – Rattlers</b> Records related to managing Rattlers athletics, including student-athlete intake, tracking, and coaching.</p>	<p>Consists of player information sheets, drug certifications, athlete lists, student visas, letters of intent, medical slips, and performance reports.</p>	<p>Sport &amp; Wellness</p>	<p>10 years Fiscal year end Destroy/Delete</p>	<p>If a minor is involved, the retention minimum begins when the minor turns 18 Alberta Limitations Act [10 years] <i>See also:</i> <i>LGL-06 Waivers of Liability</i></p>

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CAM-03	Records related to merchandise management by the Bookstore, Food Services, and Sport & Wellness.	Consists of order lists, inventory lists/reports, booking sheets, and manual adjustments to inventory.	Bookstore Food Services Sport & Wellness	Inventory management system: Indefinite  All other records: 2 years Fiscal year end Destroy/Delete	<i>See also:</i> <i>CAM-09 Retail Sales</i>
CAM-04	<b>Campus Health and Safety</b> Records related to monitoring campus health and safety.	Consists of incident report forms, concern reports, witness statements, statistics, and fire drill reports.	Human Resources - Occupational Health & Safety	5 years Fiscal year end Destroy/Delete	Environmental Emergency Regulations [5 years] <i>See also:</i> <i>GOV-01 Audit</i>
CAM-05	<b>Fitness Services</b> Records related to fitness services, such as fitness testing/assessments, program design, and workshops.	Consists of registration forms, participant lists, course content, fitness scores/results, individual programs, and feedback forms.	Sport & Wellness - Be Fit for Life	10 years Fiscal year end Destroy/Delete	If a minor is involved, the retention minimum begins when the minor turns 18 Alberta Limitations Act [10 years] <i>See also:</i> <i>LGL-06 Waivers of Liability</i>
CAM-06	<b>Mail and Materials Movement</b> Records related to mail, shipping, receiving, courier and duplicating services.	Consists of parcel lists, duplicating requests, sign sheets, listings, paper inventories, and shipping/courier documentation.	Duplicating/ Mailroom  Facility Operations	2 years Fiscal year end Destroy/Delete	Transportation of Dangerous Goods Regulations [2 years] <i>See also:</i> <i>FIN-05 Chargebacks</i>

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CAM-07	<p><b>Recreation Programming</b> Records related to organizing recreation programming, such as camps and parties.</p>	<p>Consists of registration forms, and emergency contacts.</p>	<p>Sport &amp; Wellness</p>	<p>2 years Fiscal year end Destroy/Delete</p>	<p>Alberta Limitations Act [2 years] <i>See also:</i> <i>LGL-06 Waivers of Liability</i></p>
CAM-08	<p><b>Residence</b> Records related to on-campus housing, including programming and student life. Excludes financial information and rental agreements.</p>	<p>Consists of applications, room assignments, inspections, violation tracking, refund forms, guest pass applications, and green sheets.</p>	<p>Student Engagement - Student Residence</p>	<p>2 years Fiscal year end Destroy/Delete</p>	<p>Alberta Limitations Act [2 years] <i>See also:</i> <i>FIN-02 Accounts Receivable</i> <i>LGL-01 Contracts and Agreements</i></p>
CAM-09	<p><b>Retail Sales</b> Records related to the sale of various products and services, excluding records of sale which are submitted to Financial Services.</p>	<p>Consists of sales reports, epayment confirmations, balance sheets, and 3D printing forms.</p>	<p>Originating office</p>	<p>3 years Fiscal year end Destroy/Delete</p>	<p>Alberta Limitations Act [2 years] <i>See also:</i> <i>FIN-02 Accounts Receivable</i> <i>LGL-01 Contracts and Agreements</i></p>
CAM-10	<p><b>Wellness Programming</b> Records related to campus and community wellness programming, such as group fitness programs and the Rattler Run.</p>	<p>Consists of registration forms, feedback forms, participant tracking, volunteer lists, and emergency contacts.</p>	<p>Sport &amp; Wellness - Be Fit for Life</p>	<p>3 years Fiscal year end Destroy/Delete</p>	<p>Alberta Limitations Act [2 years] <i>See also:</i> <i>ADM-07 Directories and Contacts</i> <i>FIN-04 Budgeting</i> <i>FIN-09 Grant Management</i> <i>LGL-06 Waivers of Liability</i></p>

# FACILITIES AND PROPERTY - FCT

CODE	RECORD SERIES DESCRIPTION	EXAMPLES	RECORD CUSTODIAN	RETENTION PERIOD CLOSURE EVENT DISPOSITION	NOTES CITATIONS
FCT-01	<b>Campus Planning</b> Records related to developing campus plans.	Consists of campus plans and reports (site investigations, real property, etc.), and studies.	Facility Operations	Indefinite	
FCT-02	<b>Construction Projects</b> Records related to new construction projects, including capital projects.	Consists of drawings, plans, summary sheets, schematics, timelines, estimates, proposals, approvals, and reports.	Facility Operations	Indefinite	Alberta Limitations Act [10 years] <i>See also:</i> <i>LGL-01 Contracts and Agreements</i> <i>FIN-06 Competitive Bidding</i>
FCT-03	<b>Environmental Management</b> Records related to managing environmental regulatory systems.	Consists of reports and renewal plans.	Facility Operations	Indefinite	Alberta Limitations Act [10 years] <i>See also:</i> <i>FCT-05 Inspections – Building and Site</i>

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FCT-04	<p><b>Fleet Vehicles</b> Records related to College fleet vehicle bookings.</p>	<p>Consists of booking forms, booking sheets, logs, and *photocopies of driver's licenses.</p>	<p>Facility Operations</p>	<p>3 years Fiscal year end Destroy/Delete</p>	<p>*License copies must be destroyed/deleted once a specific need for its retention has expired Alberta Limitations Act [2 years] <i>See also:</i> <i>FIN-05 Chargebacks</i></p>
FCT-05	<p><b>Inspections - Building and Site</b> Records related to building and site inspections. Includes Power Engineering Lab boiler testing.</p>	<p>Consists of reports, inspection documentation, log books, test results, and readings.</p>	<p>Division of Trades &amp; Technology - Power Engineering Lab  Facility Operations</p>	<p>10 years Fiscal year end Destroy/Delete</p>	<p>Alberta Limitations Act [10 years] <i>See also:</i> <i>FCT-03 Environmental Management</i> <i>LGL-04 Licenses, Permits, and Certificates</i></p>
FCT-06	<p><b>Maintenance and Repair</b> Records related to the maintenance and repair of grounds, buildings, and equipment. Includes College fleet vehicles.</p>	<p>Consists of work orders, maintenance schedules, and maintenance/inspection logs.</p>	<p>Facility Operations</p>	<p>Work orders: 3 years Fiscal year end Destroy/Delete  All other records: 2 years Termination of ownership Destroy/Delete</p>	<p>Alberta Limitations Act [2 years] <i>See also:</i> <i>FCT-09 Renovation Projects</i></p>

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FCT-07	<b>Parking</b> Records related to parking and bike locker management.	Consists of sales slips, reconciliation/permit sales summaries, permit, policy exception applications, and bike locker forms.	Facility Operations	2 years Fiscal year end Destroy/Delete	<i>See also:</i> <i>FIN-02 Accounts Receivable</i>
FCT-08	<b>Property</b> Records related to College ownership of buildings, lands, and properties.	Consists of drawings, deeds, blueprints, land titles, land surveys, and land deals.	Facility Operations	Indefinite	
FCT-09	<b>Renovation Projects</b> Records related to renovations, including renewal projects and infrastructure maintenance.	Consists of drawings, plans, schematics, summaries, timelines, estimates, funding letters, proposals, approvals, progress tracking, and reports.	Facility Operations	Indefinite	Alberta Limitations Act [10 years]
FCT-10	<b>Room Booking and Space Rentals</b> Records related to room and facility bookings.	Consists of booking forms, rental forms, calendars, reports, liquor authorization forms, and rentals tracking.	Continuing Studies  Enrolment Services – Registration  Event Bookings & Planning  Sport & Wellness	2 years Fiscal year end Destroy/ Delete	Alberta Limitations Act [2 years] <i>See also:</i> <i>LGL-01 Contracts and Agreements</i> <i>LGL-02 Insurance</i>

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FCT-11	<p><b>Security and Building Access</b> Records related to facility access management and security requests.</p>	<p>Consists of key card request forms, President's approvals, permission lists, Sentry logs, and official correspondence.</p>	<p>Facility Operations Sport &amp; Wellness</p>	<p>Sentry logs: 0 years Superseded/ Obsolete Destroy/Delete</p> <p>All other records: 4 years Fiscal year end Destroy/Delete</p>	<p><i>See also:</i> <i>HRS-06 Employee Identification</i> <i>STS-12 Student Identification</i></p>
	FCT-12	<p><b>Utility Management</b> Records related to managing internal landline services.</p>	<p>Consists of change forms, inventories, and utility analysis summaries.</p>	<p>Facility Operations</p>	<p>Utility analysis summaries: 15 years Fiscal year end Destroy/Delete</p> <p>All other records: 2 years Fiscal year end Destroy/Delete</p>



# FINANCIAL MANAGEMENT - FIN

CODE	RECORD SERIES DESCRIPTION	EXAMPLES	RECORD CUSTODIAN	RETENTION PERIOD CLOSURE EVENT DISPOSITION	NOTES CITATIONS
FIN-01	<b>Accounts Payable</b> Records related to accounts payable.	Consists of invoices, receipts, forms (travel claims, honorariums, petty cash, advance requests, cheque requests, wire transfers, reconciliations, hosting, EFT, signing verifications, etc.), vouchers, statements, credit applications, signing authority delegations, and sub ledgers.	Financial Services	7 years Fiscal year end Destroy/Delete	Electronic records must be retained as long as paper copies Income Tax Act [6 years]
FIN-02	<b>Accounts Receivable</b> Records related to accounts receivable.	Consists of invoices, receipts, invoice requests, forms (catering, room bookings, donations, etc.), vouchers, visa slips, cash sheets, daily cash slips, tuition waivers, tuition payments, incoming grant funding, and collections documentation.	Financial Services	7 years Fiscal year end Destroy/Delete	Electronic records must be retained as long as paper copies Income Tax Act [6 years]

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FIN-03	<p><b>Budget</b> Records related to developing institutional budgets.</p>	<p>Consists of budget submissions, budget adjustment forms, requesting fixed assets forms, analyses, and presentations.</p>	<p>Financial Services</p>	<p>7 years Fiscal year end Destroy/Delete</p>	<p>Electronic records must be retained as long as paper copies Income Tax Act [6 years] <i>See also:</i> <i>FIN-13 Reporting – Financial</i></p>
FIN-04	<p><b>Budgeting</b> Records related to preparing and tracking departmental budgets.</p>	<p>Consists of budget planning working documents, sales reports, financial reports, credit card statements, and financial tracking.</p>	<p>Originating office</p>	<p>3 years Fiscal year end Destroy/Delete</p>	<p>Select summary records may be transferred to ADM-05 Department Management <i>See also:</i> <i>FIN-01 Accounts Payable</i> <i>FIN-02 Accounts Receivable</i></p>
FIN-05	<p><b>Chargebacks</b> Records related to the internal chargeback of costs.</p>	<p>Consists of invoices, monthly billing reports, and chargeback summaries.</p>	<p>Duplicating/ Mailroom  Enrolment Services- Registration  Facility Operations  Financial Services</p>	<p>7 years Fiscal year end Destroy/Delete</p>	<p>Electronic records must be retained as long as paper copies Income Tax Act [6 years]</p>

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FIN-06	<b>Competitive Bidding</b>	Consists of tender documents, bidder information, quotes, bid analysis, summaries, decision tracking, and supporting documentation.	Originating office	Unsuccessful RFP/RFI/RFQ bids/response: 1 year Fiscal year end Destroy/Delete	Income Tax Act [6 years] Freedom of Information and Protection of Privacy Act [1 year after decision]
				All other records: 7 years Fiscal year end Destroy/Delete	
FIN-07	<b>Fixed Assets</b>	Consists of capital assets addition sheets, budget documents, reports, and inventory counts.	Financial Services	7 years Fiscal year end Destroy/Delete	Electronic records must be retained as long as paper copies Income Tax Act [6 years]
FIN-08	<b>General Ledger</b>	Consists of general ledger journal entries.	Financial Services	Indefinite	Income Tax Regulations [2 years after dissolution]
FIN-09	<b>Grant Management</b>	Consists of applications, proposals, supporting documentation, materials produced to fulfill grant objectives, outcomes, and official correspondence.	*Centre for Innovation & Teaching Excellence  Originating office	7 years Fiscal year end Destroy/Delete	*CITE is the custodian of records related to the ExCITE Teaching and Learning Fund Electronic records must be retained as long as paper copies

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FIN-10	<p><b>Investments</b> Records related to College investments.</p>	<p>Consists of bid comparisons and supporting documentation.</p>	<p>Financial Services</p>	<p>7 years Fiscal year end Destroy/Delete</p>	<p>Electronic records must be retained as long as paper copies Income Tax Act [6 years]</p>
FIN-11	<p><b>Purchasing</b> Records related to purchases made without a competitive bidding process.</p>	<p>Consists of purchase requisition forms, purchase order forms, and related planning documents.</p>	<p>Financial Services</p>	<p>7 years Fiscal year end Destroy/Delete</p>	<p>Electronic records must be retained as long as paper copies Income Tax Act [6 years] <i>See also:</i> <i>FIN-06 Competitive Bidding</i></p>
FIN-12	<p><b>Reconciliations</b> Records related to reconciling differences between College accounts and bank balances.</p>	<p>Consists of catering forms, bank statements, cash sheets, receipts, journal vouchers, tuition waivers, and cheque requests.</p>	<p>Financial Services  Originating office</p>	<p>7 years Fiscal year end Destroy/Delete</p>	<p>Electronic records must be retained as long as paper copies Income Tax Act [6 years]</p>
FIN-13	<p><b>Reporting – Financial</b> Records related to producing and disseminating financial reports. Includes inventory reports and program costing</p>	<p>Consists of reports and analyses.</p>	<p>Financial Services</p>	<p>7 years Fiscal year end</p>	<p>Electronic records must be retained as long as paper copies Income Tax Act [6 years]</p>

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FIN-14	<p><b>Scholarships, Bursaries and Sponsorships</b> Records related to managing the dispersal of funds provided to students through scholarships, bursaries, and sponsorships.</p>	<p>Consists of applications, letters of intent, student award letters, and report carding.</p>	<p>Enrolment Services - Student Financial Aid</p>	<p>10 years Fiscal year end Destroy/Delete</p>	<p>Electronic records must be retained as long as paper copies Alberta Limitations Act [10 years] <i>See also:</i> <i>MKT-06 Donor Relations</i> <i>LGL-06 Waivers of Liability</i></p>
FIN-15	<p><b>Student Accounts</b> Records related to processing student financial transactions and tracking student accounts.</p>	<p>Consists of daily reports, student account reports, dropped for non-payment reports, credit card requests, collections forms, notices, lists, and receipts.</p>	<p>Financial Services  Enrolment Services – Registration</p>	<p>7 years Fiscal year end Destroy/Delete</p>	<p>Income Tax Act [6 years]</p>
FIN-16	<p><b>Student Financial Aid</b> Records related to assisting students with access to loans and tuition payment options.</p>	<p>Consists of student loan applications, program information forms, full time withdrawal reports, deferral forms, emergency funding applications, and payment plan documentation.</p>	<p>Enrolment Services - Registration and Student Financial Aid  Sport &amp; Wellness</p>	<p>7 years Fiscal year end Destroy/Delete</p>	<p>Student loan applications must be destroyed/deleted after they are submitted. Electronic records must be retained as long as paper copies Income Tax Act [6 years]</p>
FIN-17	<p><b>Taxation</b> Records related to submitting government remittances.</p>	<p>Consists of GST forms, T4A forms, accounts payable reports, cheque requests, and tourism levies.</p>	<p>Financial Services</p>	<p>7 years Fiscal year end Destroy/Delete</p>	<p>Electronic records must be retained as long as paper copies Income Tax Act [6 years]</p>

# GOVERNANCE - GOV

CODE	RECORD SERIES DESCRIPTION	EXAMPLES	RECORD CUSTODIAN	RETENTION PERIOD CLOSURE EVENT DISPOSITION	NOTES CITATIONS
GOV-01	<b>Audit</b> Records related to internal and external auditing.	Consists of reports, background documentation, checklists, interview notes, and recommendations.	Originating office	7 years Fiscal year end Destroy/Delete	Electronic records must be retained as long as paper copies Income Tax Act [6 years]
GOV-02	<b>Board Meetings</b> Records related to the proceedings of Board of Governors meetings.	Consists of agendas, meeting minutes, reports, decision documents, packages, and supporting documentation.	President	Indefinite	Income Tax Regulations [2 years after dissolution]
GOV-03	<b>Board Member Administration</b> Records related to Board members, excluding financial records.	Consists of conflict of interest forms, orders of council, and board member history.	President	3 years Termination of appointment Selective archival retention	Alberta Limitations Act [2 years] <i>See also:</i> <i>GOV-09 Executive and Board Expenses</i> <i>LGL-06 Waivers of Liability</i>

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<p><b>GOV-04</b></p>	<p><b>Complaints and Investigations – Formal</b> Records related to formal complaints, investigations, and disclosures involving the College. Excludes grievances and matters involving sexual violence or dependent adults.</p>	<p>Consists of complaint/disclosure/investigation documentation, threat assessments, reports, meeting notes, information bulletins, recommendations, decision notices, and communications.</p>	<p>Deans Human Resources Executive Policy &amp; Human Rights</p>	<p>10 years Closure/ Resolution Destroy/Delete</p>	<p>If a minor is involved, the retention minimum begins when the minor turns 18 Alberta Limitations Act [10 years] <i>See also:</i> <i>HRS-12 Labour Relations</i></p>
<p><b>GOV-05</b></p>	<p><b>Complaints and Investigations – Informal</b> Records related to complaints or investigations resolved locally, without formal process.</p>	<p>Consists of complaint/investigation documentation, meeting notes, recommendations, and decision notices.</p>	<p>Originating office</p>	<p>2 years Closure/ Resolution Destroy/Delete</p>	<p>If a minor is involved, the retention minimum begins when the minor turns 18 <i>See also:</i> <i>HRS-12 Labour Relations</i></p>
<p><b>GOV-06</b></p>	<p><b>Complaints and Investigations -Sexual Violence and Dependent Adults</b> Records related to disclosures and investigation pertaining to sexual violence or dependent adults.</p>	<p>Consists of complaint/disclosure/investigation documentation, meeting notes, recommendations, and decision notices.</p>	<p>Human Resources Executive Policy &amp; Human Rights</p>	<p>Indefinite</p>	<p>Alberta Limitations Act [Indefinite] <i>See also:</i> <i>HRS-12 Labour Relations</i></p>

Appendix B: Records Retention and Disposition Schedule

GOV-07	<p><b>Environmental Scanning</b> Records related to researching programming and activity opportunities for the College.</p>	<p>Consists of community profiles, surveys, analyses, and planning documents.</p>	<p>Executive  Regional Stewardship  Strategic Research &amp; Analysis</p>	<p>7 years Fiscal year end Selective archival retention</p>	<p>The finished Environmental Scan is an institutional report. <i>See also:</i> <i>GOV-17 Reporting – Institutional</i></p>
GOV-08	<p><b>Executive Administration</b> Records related to the general administrative duties of the executive offices.</p>	<p>Consists of agendas, meeting minutes, opportunity papers, planning documents, proposals, presentations, reports, approvals, and progress tracking.</p>	<p>Executive</p>	<p>10 years Termination of project Selective archival retention</p>	
GOV-09	<p><b>Executive and Board Expenses</b> Records related to the public disclosure of executive and board expenses.</p>	<p>Consists of expense disclosures and expense disclosure summaries.</p>	<p>Executive</p>	<p>7 years Fiscal year end Destroy/Delete</p>	<p>Electronic records must be retained as long as paper copies Income Tax Act [6 years]</p>
GOV-10	<p><b>General Academic Council</b> Records related to the proceedings of the General Academic Council.</p>	<p>Consists of agendas, meeting minutes, packages, information items, proposals, and notes.</p>	<p>Executive</p>	<p>Indefinite</p>	<p><i>See also:</i> <i>GOV-19 Senior Executive Council</i></p>



Appendix B: Records Retention and Disposition Schedule

<b>GOV-11</b>	<p><b>Government Relations</b> Records related to developing and maintaining College relationships with all levels of government.</p>	<p>Consists of meeting notes, communication tracking, external stakeholder lists, planning/strategy documents, and official correspondence.</p>	<p>Executive</p>	<p>5 years Fiscal year end Selective archival retention</p>
<b>GOV-12</b>	<p><b>Policies – Board</b> Records of Board policies.</p>	<p>Consists of policies.</p>	<p>President</p>	<p>Indefinite</p>
<b>GOV-13</b>	<p><b>Policies – College</b> Records of current College policies.</p>	<p>Consists of policies.</p>	<p>Policy &amp; Human Rights</p>	<p>Indefinite</p>
<b>GOV-14</b>	<p><b>Policy Development</b> Records related to the development of College policies.</p>	<p>Consists of drafts, policy request forms, policy applications, reports, revision requests, and policy review documentation.</p>	<p>Policy &amp; Human Rights</p>	<p>6 years Termination of work Destroy/Delete</p>
<b>GOV-15</b>	<p><b>President's Addresses</b> Records related to President's public addresses and speeches.</p>	<p>Consists of addresses and speeches.</p>	<p>College Advancement  President</p>	<p>2 years Fiscal year end Selective archival retention</p>

Appendix B: Records Retention and Disposition Schedule

GOV-16	<p><b>Reporting – Accountability</b> Records related to reporting administration and outcomes to government and other external bodies.</p>	<p>Consists of reports, statistics, analyses, and supporting documentation.</p>	<p>Originating office</p>	<p>5 years Fiscal year end Destroy/Delete</p>	<p><i>See also:</i> <i>ADM-11 Reporting - Activity and Management</i></p>
GOV-17	<p><b>Reporting – Institutional</b> Records related to producing and disseminating institutional strategic planning reports.</p>	<p>Consists of Annual Reports, Comprehensive Institutional Plans, Environmental Scans, and supporting documentation.</p>	<p>College Advancement  Executive  Strategic Research &amp; Analysis</p>	<p>Indefinite</p>	<p><i>See also:</i> <i>ADM-11 Reporting - Activity and Management</i></p>
GOV-18	<p><b>Risk Management</b> Records related to performing assessments to measure the College legislative compliance and risk.</p>	<p>Consists of annual ERM summaries, reports, IT Control Framework, data, and analyses.</p>	<p>Financial Services  Information Technology Services</p>	<p>ERM summaries and reports: Indefinite  Supporting documentation: 10 years Fiscal year end Destroy/Delete</p>	
GOV-19	<p><b>Senior Executive Council</b> Records related to the proceedings of the Senior Executive Council.</p>	<p>Consists of agendas, meeting minutes, packages, information items, proposals, and notes.</p>	<p>Executive</p>	<p>Indefinite</p>	<p><i>See also:</i> <i>GOV-10 General Academic Council</i></p>

# HUMAN RESOURCES - HRS

CODE	RECORD SERIES DESCRIPTION	EXAMPLES	RECORD CUSTODIAN	RETENTION PERIOD CLOSURE EVENT DISPOSITION	NOTES CITATIONS
HRS-01	<b>Agent Management</b> Records related to managing international recruitment agents.	Consists of agent assessments, dispute resolutions, applications, and progress tracking.	International Education & Diversity	3 years Termination of employment Destroy/Delete	Employment Standards Code [3 years] <i>See also:</i> <i>LGL-01 Contracts and Agreements</i> <i>LGL-04 Licenses, Permits, and Certificates</i>
HRS-02	<b>Benefits and Employee Wellness</b> Records related to employee support programs and benefits.	Consists of applications, forms (terminations, changes, beneficiaries), and supporting documentation (e.g. birth certificates).	Human Resources	6 years Final payout of benefits Destroy/Delete	Electronic records must be retained as long as paper copies Employment Insurance Act [6 years]
HRS-03	<b>Business Cards and Signs</b> Records related to producing business cards and nameplates.	Consists of business card forms and sign request forms.	Financial Services  Facility Operations	1 year Fiscal year end Destroy/Delete	

Appendix B: Records Retention and Disposition Schedule

HRS-04	<b>Collective Agreements</b> Records related to collective bargaining agreements.	Consists of collective agreements, negotiations, and salary schedules.	Human Resources	Indefinite	
HRS-05	<b>Emergency Response Planning</b> Records related to developing departmental and campus-wide emergency response plans.	Consists of emergency management plan, call out charts, business continuity plan, revision request forms, and revision logs.	Human Resources - Occupational Health & Safety	Emergency Management Plan and Business Continuity Plan: Indefinite  Supporting documentation: 0 years Superseded/ Obsolete Destroy/Delete	<i>See also:                  INF-04 Disaster Recovery</i>
HRS-06	<b>Employee Identification</b> Records related to employee identification cards.	Consists of photos and contact information.	Human Resources	1 year Superseded/ Obsolete Destroy/Delete	
HRS-07	<b>Employee Recognition</b> Records related to recognizing the service of employees.	Consists of eligibility tracking, and recipient lists.	Human Resources	3 years Fiscal year end Selective archival retention	Employment Standards Code [3 years]

Appendix B: Records Retention and Disposition Schedule

<b>HRS-08</b>	<p><b>Employee Records</b>                  Records of the employee life cycle, includes staff, faculty, and casual/temporary/contract employees.</p>	<p>Consists of hiring authorizations, employment offers, criminal record checks, working visas, confidentiality statements, orientation/exit checklists, OH&amp;S orientations, site hazard assessment forms, official correspondence, probation tracking, declarations, performance evaluations, discipline, code of conduct reports, worker's compensation claims, resignations, and records of employment.</p> <p>Faculty – Credit/Non-Credit:                  Includes summaries of IDQs, evaluations, and instructor agreements.</p>	<p>Human Resources</p>	<p>75 years                  Termination of employment                  Destroy/Delete</p>	<p>Alberta Limitations Act                  [10 years]</p>
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Appendix B: Records Retention and Disposition Schedule

HRS-09	<p><b>Employee Recruiting</b> Records of a general nature that are related to recruiting and selecting employees.</p>	<p>Consists of job post requests, applications, interview packages, resumes, candidate rating sheets, reference checks, job postings, advertising, shortlisting matrices, and interview questions.</p>	<p>Human Resources</p>	<p>Records related to unsuccessful candidates: 1 year Termination of search Destroy/Delete  All other records: 3 years Termination of search Destroy/Delete</p>	<p>Records for successful candidates are transferred to their employee records Freedom of Information and Protection of Privacy Act [1 year after decision] <i>See also:</i> <i>HRS-08 Employee Records</i></p>
HRS-10	<p><b>Employee Surveys</b> Records related to conducting employee engagement surveys.</p>	<p>Consists of survey reports, summaries, and focus group session results.</p>	<p>Human Resources</p>	<p>Survey reports and summaries: Indefinite  All other records: 5 years Termination of survey Destroy/Delete</p>	
HRS-11	<p><b>Job Classification</b> Records related to job classification.</p>	<p>Consists of rating systems, rating sheets, job descriptions, market reviews, and salary information.</p>	<p>Human Resources</p>	<p>20 years Fiscal year end Destroy/Delete</p>	

Appendix B: Records Retention and Disposition Schedule

HRS-12	<p><b>Labour Relations</b> Records related to employee grievances. Excludes disclosures or investigations of sexual violence.</p>	<p>Consists of grievances, investigation documentation, and supporting documentation.</p>	<p>Human Resources</p>	<p>10 years Closure/ Resolution Destroy/Delete</p>	<p>Alberta Limitations Act [10 years] <i>See also:</i> <i>GOV-06 Complaints and Investigations -Sexual Violence and Dependent Adults</i></p>
HRS-13	<p><b>Organizational Design</b> Records related to organizational design and changes in reporting structure.</p>	<p>Consists of organizational chart, change forms and research.</p>	<p>Human Resources</p>	<p>10 years Fiscal year end Selective archival retention</p>	
HRS-14	<p><b>Payroll</b> Records related to calculating and providing compensation for all categories of College employees.</p>	<p>Consists of payroll register, time sheets, personal tax credit returns, overload agreements, direct deposit forms, and vacation requests/payouts/entitlements.</p>	<p>Human Resources</p>	<p>Payroll register: Indefinite  All other records: 7 years Fiscal year end Destroy/Delete</p>	<p>Electronic records must be retained as long as paper copies Employment Insurance Act [6 years]</p>
HRS-15	<p><b>Pensions</b> Records related to employee pensions.</p>	<p>Consists of applications, termination forms, change forms, beneficiary forms, and supporting documentation.</p>	<p>Human Resources</p>	<p>6 years Final payout of benefits Destroy/Delete</p>	<p>Electronic records must be retained as long as paper copies Employment Insurance Act [6 years]</p>

Appendix B: Records Retention and Disposition Schedule

HRS-16	<p><b>Presidential Search</b> Records related to recruiting and selecting College presidents.</p>	<p>Consists of shortlists, interview packages, resumes, presentations, candidate rating sheets, and reference checks.</p>	<p>Human Resources</p>	<p>6 years Termination of search Selective archival retention</p>	<p>Freedom of Information and Protection of Privacy Act [1 year after decision]</p>
HRS-17	<p><b>Professional Development</b> Records related to employee professional development and scholarly activity.</p>	<p>Consists of PDRF applications, Research Fund applications, eligibility lists, PD plans, scholarship plans, templates, checklists, lists, and outcomes.</p>	<p>Executive Human Resources Managers/ Supervisors</p>	<p>3 years Fiscal year end Destroy/Delete</p>	<p>Human Resources and Executive offices are the custodians of records pertaining to the Faculty/Staff Training and Development Funds</p>
HRS-18	<p><b>Workloads</b> Records related to workload monitoring.</p>	<p>Consists of instructor workloads, workload changes, absence requests/tracking, and overload calculations.</p>	<p>Deans Department Chairs VP Academic</p>	<p>5 years Fiscal year end Destroy/Delete</p>	<p>Employment Standards Code [3 years]</p>



# INFORMATION MANAGEMENT AND TECHNOLOGY – INF

CODE	RECORD SERIES DESCRIPTION	EXAMPLES	RECORD CUSTODIAN	RETENTION PERIOD CLOSURE EVENT DISPOSITION	NOTES CITATIONS
INF-01	<b>Archives Management</b> Records related to the preservation of archival records.	Consists of finding aids, file lists, and materials produced for researchers.	Library	Indefinite	
INF-02	<b>Copyright</b> Records related to managing copyright permissions.	Consists of course pack reviews, content logs, and copyright approvals.	*Bookstore  Library - Copyright	3 years  Termination of use Destroy/Delete	*Bookstore is the custodian of course pack copyright approvals Copyright Act [3 years]
INF-03	<b>Database Administration</b> Records related to database administration.	Consists of data and correspondence.	Information Technology Services	2 years  Superseded/ Obsolete Destroy/Delete	

Appendix B: Records Retention and Disposition Schedule

INF-04	<p><b>Disaster Recovery</b> Records related to planning for continuity of information technology services following a disaster or threat.</p>	<p>Consists of disaster recovery plan, directives, disaster recovery debriefs, and procedural documents.</p>	<p>Information Technology Services - Operations &amp; Development Services</p>	<p>Disaster Recovery Plan: Indefinite  All other records: 0 years Superseded/ Obsolete Destroy/Delete</p>	<p><i>See also:</i> <i>HRS-05 Emergency Response Planning</i></p>
INF-05	<p><b>Freedom of Information and Protection of Privacy (FOIP)</b> Records related to responding to requests for information and investigating privacy breaches. Includes law enforcement information requests.</p>	<p>Consists of information requests, requestor profiles, FOIP responses, release records, investigation documentation, and FOIP advice.</p>	<p>FOIP Office</p>	<p>5 years Fiscal year end Destroy/Delete</p>	<p>Alberta Limitations Act [2 years]</p>
INF-06	<p><b>Library Collections Management</b> Records related to the acquisition and management of library collections.</p>	<p>Consists of order lists and planning documents.</p>	<p>Library</p>	<p>3 years Fiscal year end Destroy/Delete</p>	<p><i>See also:</i> <i>FIN-11 Purchasing</i> <i>LGL-01 Contracts and Agreements</i></p>

Appendix B: Records Retention and Disposition Schedule

INF-07	<p><b>Library Services</b> Records related to library services, including circulation, reference services, displays, and instruction. Includes the Conservatory of Music and Dance Music Library. Excludes library user profiles.</p>	<p>Consists of lesson plans, assessments, interlibrary loan requests, booking logs, reference forms, fine appeal forms, planning documents, Alberta Learning Card forms, and statistics.</p>	Library	<p>Statistics: Indefinite  All other records: 3 years Fiscal year end Destroy/Delete</p>	<p>Alberta Limitations Act [2 years]  <i>See also:</i> <i>ADM-08 Event Management</i> <i>INF-08 Library User Profiles</i> <i>MKT-08 Photos and Photo Banks</i> <i>LGL-06 Waivers of Liability</i></p>
INF-08	<p><b>Library User Profiles</b> Records of library user profiles.</p>	<p>Consists of library user profiles.</p>	Library	Indefinite	
INF-09	<p><b>Network Monitoring</b> Records related to IT network monitoring.</p>	<p>Consists of reports, logs, and alerts.</p>	Information Technology Services - Operations & Development Services	<p>0 years Superseded/ Obsolete Destroy/Delete</p>	
INF-10	<p><b>Records Management - Program Delivery</b> Records related to the administration of the records management program.</p>	<p>Consists of educational resources, timelines, and engagement tracking.</p>	Executive – VP Administration & Finance	<p>2 years Superseded/ Obsolete Destroy/Delete</p>	

Appendix B: Records Retention and Disposition Schedule

INF-11	<p><b>Records Management - Program Development</b> Records related to the development of records classification and control standards.</p>	Consists of inventories, records classification documents, and the records retention and disposition schedule.	Executive	5 years Superseded/ Obsolete Destroy/Delete
INF-12	<p><b>Service Requests</b> Records related to IT service requests from staff and students.</p>	Consists of request tracking documentation.	Information Technology Services - Client & Application Support Services	Records in service request logging system: Indefinite  All other records: 2 years Closure of service request Delete/Destroy
INF-13	<p><b>Strategic Research Requests</b> Records related to ad hoc requests and the administration of the departmental goal setting program (PUMP).</p>	Consists of request forms, activity logs, data, and supporting documentation.	Strategic Research & Analysis	7 years Fiscal year end Destroy/Delete

Appendix B: Records Retention and Disposition Schedule

<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>INF-14</b></p>	<p><b>System Access Control</b> Records related to IT system security and access permissions.</p>	<p>Consists of security breach reports, permissions lists, and access tracking.</p>	<p>*Centre for Innovation &amp; Teaching Excellence  Information Technology Services - Operations &amp; Development Services</p>	<p>5 years Fiscal year end Destroy/Delete</p>	<p>*CITE is the custodian of access control records related to software pilot programs and user groups Permissions lists may be transferred to GOV-01 Audit</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>INF-15</b></p>	<p><b>System Changes</b> Records related to change control.</p>	<p>Consists of system documentation, testing results, external access documentation, system changes, and software development request forms.</p>	<p>Information Technology Services - Operations &amp; Development Services</p>	<p>10 years Closure of change request Destroy/Delete</p>	
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>INF-16</b></p>	<p><b>Technology Asset Management</b> Records related to managing IT equipment.</p>	<p>Consists of inventories and equipment tracking.</p>	<p>Information Technology Services</p>	<p>2 years Termination of ownership Destroy/Delete</p>	<p><i>See also:</i> <i>FIN-11 Purchasing</i></p>

# LEGAL - LGL

CODE	RECORD SERIES DESCRIPTION	EXAMPLES	RECORD CUSTODIAN	RETENTION PERIOD CLOSURE EVENT DISPOSITION	NOTES CITATIONS
LGL-01	<b>Contracts and Agreements</b> Records related to contracts and agreements. Excludes articulation and credit agreements.	Consists of agreements, contracts, leases, memoranda of understanding, and contract/agreement templates.	*Financial Services  Originating office	10 years Termination of contract/agreement Destroy/Delete	*Financial Services is the custodian of multiyear and financial contracts Alberta Limitations Act [10 years] <i>See also:</i> <i>LGL-06 Waivers of Liability</i> <i>TEA-02 Articulation and Credits</i>
LGL-02	<b>Insurance</b> Records related to insuring the College.	Consists of insurance certificates, insurance policies, and reports.	Financial Services	10 years Termination of policy Destroy/Delete	Alberta Limitations Act [10 years]
LGL-03	<b>Legal Opinions, Decisions, and Rulings</b> Records related to legal matters that impact College administration, including opinions sought and outcomes.	Consists of legal advice, legal opinions, and communications.	Originating office	10 years Closure/Resolution Destroy/Delete	Alberta Limitations Act [10 years]

Appendix B: Records Retention and Disposition Schedule

LGL-04	<p><b>Licenses, Permits, and Certificates</b> Records related to licenses, permits, and certificates obtained in support of College operations.</p>	<p>Consists of licenses, permits, and certificates.</p>	<p>Originating office</p>	<p>0 years Superseded/ Obsolete Destroy/Delete</p>	<p><i>See also:</i> <i>LGL-01 Contracts and Agreements (for software licensing)</i></p>
LGL-05	<p><b>Music Licensing</b> Records related to licensing music for teaching and events.</p>	<p>Consists of quarterly, yearly, and post-event reports.</p>	<p>Library - Copyright</p>	<p>7 years Fiscal year end Destroy/Delete</p>	<p>Income Tax Act [6 years]</p>
LGL-06	<p><b>Waivers of Liability</b> Records related to informed consent waiving the liability of possible risks. Includes consent to use personal image, access data, and participate in activities/programming.</p>	<p>Consists of FOIP data release forms, FOIP model release forms, and liability waivers.</p>	<p>Originating office</p>	<p>20 years Fiscal year end Destroy/Delete</p>	<p>Alberta Limitations Act [10 years]</p>

# MARKETING AND COMMUNITY RELATIONS

CODE	RECORD SERIES DESCRIPTION	EXAMPLES	RECORD CUSTODIAN	RETENTION PERIOD CLOSURE EVENT DISPOSITION	NOTES CITATIONS
MKT-01	<b>Advertising</b> Records related to advertising and marketing the College.	Consists of video recordings, strategy documents, timelines, marketing collateral (e.g. brochures, posters, etc.), annual programs, and progress tracking.	College Advancement  *Originating office	3 years Fiscal year end Selective archival retention	*Various offices may have their own advertising records, this rule applies  <i>See also:</i> <i>LGL-06 Waivers of Liability</i> <i>MKT-04 Consent to Contact</i> <i>MKT-08 Photos and Photo Banks</i>
MKT-02	<b>Alumni Relations</b> Records related to alumni affairs.	Consists of alumni profiles and communications tracking.	College Advancement - MHC Foundation	Indefinite	
MKT-03	<b>Branding</b> Records related to the MHC logo and brand.	Consists of MHC logo, brand, and supporting documentation.	College Advancement	Indefinite	



Appendix B: Records Retention and Disposition Schedule

<b>MKT-04</b>	<b>Consent to Contact</b> Records related consent to receive commercial electronic messages.	Consists of consent tracking.	Originating office	Indefinite	Canada's Anti-Spam Legislation
<b>MKT-05</b>	<b>Convocation Ceremonies</b> Records related to facilitating convocation ceremonies.	Consists of planning documents, RSVPs and gown order tracking, and programs.	College Advancement	5 years Fiscal year end Selective archival retention	
<b>MKT-06</b>	<b>Donor Relations</b> Records related to donor relations and fund development.	Consists of donor profiles, official correspondence, payment memos, gift tracking, donor recognition documentation, and communications tracking.	College Advancement - Business Development and MHC Foundation	Indefinite	Income Tax Regulations [2 years after revocation of charitable registration] <i>See also:</i> <i>FIN-02 Accounts Receivable</i> <i>FIN-14 Scholarships, Bursaries and Sponsorships</i>
<b>MKT-07</b>	<b>Internal Communications</b> Records related to internal institutional communications.	Consists of newsletters, Campus Announcements, and other internal communications.	College Advancement - Communications	5 years Fiscal year end Selective archival retention	
<b>MKT-08</b>	<b>Photos and Photo Banks</b> Records related to photographic capture of events and photographs used for advertising.	Consists of photos.	Originating office	0 years Superseded/ Obsolete Selective archival retention	Corresponding model release forms must be kept for the useful life of a photo <i>See also:</i> <i>LGL-06 Waivers of Liability</i>

Appendix B: Records Retention and Disposition Schedule

MKT-09	<p><b>Public Relations</b> Records related to community outreach and media relations.</p>	<p>Consists of media releases, requests for information, communication plans, presentations, and other external communications.</p>	<p>College Advancement - Communications and MHC Foundation  *Originating Office</p>	<p>5 years Fiscal year end Selective archival retention</p>	<p>College Advancement is the custodian of institutional public relations records *Various offices may have records related to their own community outreach and media relations activities, this rule applies</p>
MKT-10	<p><b>Publications</b> Records related to the publication of real e-zine.</p>	<p>Consists of editorials and supporting documentation.</p>	<p>College Advancement - Communications and MHC Foundation</p>	<p>Editorials: Indefinite  Supporting documentation: 2 years Fiscal year end Destroy/Delete</p>	
MKT-11	<p><b>Website Management</b> Records related to the administration of the MHC website.</p>	<p>Consists of web content and engagement statistics.</p>	<p>College Advancement - Communications</p>	<p>Statistics: Indefinite  All other records: 1 year Superseded/ Obsolete Destroy/Delete</p>	

# STUDENTS - STS

CODE	RECORD SERIES DESCRIPTION	EXAMPLES	RECORD CUSTODIAN	RETENTION PERIOD CLOSURE EVENT DISPOSITION	NOTES CITATIONS
STS-01	<p><b>Academic Advising and Support</b> Records related to providing students and prospective students with academic support. Includes Academic Strategy, Advising, Tutoring, and Writing Support.</p>	<p>Consists of intake forms, questionnaires, tutor request forms, tutor applications, tutor time sheets, academic transition plans, letters of acceptance, program planning guides, projected plans of study, templates, appointment documentation, presentations, handouts, statistics, student tracking, and contact notes.</p>	<p>Academic Resource Centre  Student Engagement – Advising</p>	<p>5 years Fiscal year end Destroy/ Delete</p>	<p>Post-Secondary Learning Act [3 years] <i>See also:</i> <i>STS-06 Career Support and Work Placements</i></p>
STS-02	<p><b>Accommodation Support</b> Records related to academic accommodation support services.</p>	<p>Consists of accommodation agreements, recording agreements, medical documentation, letters of introduction, and contact notes.</p>	<p>Student Engagement - Accessibility Services</p>	<p>10 years Termination of accommodations Destroy/Delete</p>	<p>If a minor is involved, the retention minimum begins when the minor turns 18  Alberta Limitations Act [10 years]</p>

Appendix B: Records Retention and Disposition Schedule

<b>STS-03</b>	<p><b>Admissions and Registration</b> Records related to admitting and registering students.</p>	<p>Consists of applications, reports, lists, assessment sheets, assessment summaries, progress tracking, and statistics.</p>	<p>Continuing Studies  Enrolment Services</p>	<p>Statistics: 6 years  All other records: 2 years Fiscal year end Destroy/Delete</p>	<p>Post-Secondary Learning Act [3 years]  <i>See also:</i> <i>STS-13 Student Records</i></p>
<b>STS-04</b>	<p><b>Appeals/Discipline – Academic</b> Records related to the academic appeal process and academic misconduct.</p>	<p>Consists of academic appeal forms, academic integrity forms, incident reports, written statements, recommendations, decisions, and disciplinary letters.</p>	<p>Deans</p>	<p>10 years Closure/ Resolution Destroy/Delete</p>	<p>Decisions and disciplinary letters become part of the student's official record  Alberta Limitations Act [10 years] <i>See also:</i> <i>STS-13 Student Records</i></p>
<b>STS-05</b>	<p><b>Appeals/Discipline - Non-Academic</b> Records related to non-academic appeals and the enforcement of campus health and safety rules.</p>	<p>Consists of decision/disciplinary letters, meeting notes, and supporting documentation.</p>	<p>Registrar  Executive</p>	<p>10 years Closure/ Resolution Destroy/Delete</p>	<p>Alberta Limitations Act [10 years] <i>See also:</i> <i>STS-13 Student Records</i></p>

Appendix B: Records Retention and Disposition Schedule

<b>STS-06</b>	<p><b>Career Support and Work Placements</b>                  Records that pertain to coordinating practicums, co-op placements, and other work terms. Includes records related to career advising, job seeking assistance, and entrepreneur development.</p>	<p>Consists of reports, surveys, handouts, student growth plans, work term checklists, handbooks, job start verification forms, student-generated work term forms, field experience evaluations, academic assessment forms, laptop loan forms, resumes, time sheets, portfolios, student tracking, and contact notes.</p>	<p>College Advancement – Entrepreneur Development Centre                   Program Coordinators                   Student Engagement - Student Employment &amp; Career Centre                   Student Placement Officers</p>	<p>5 years                  Fiscal year end                  Destroy/Delete</p>	<p>Post-Secondary Learning Act [3 years]  <i>See also:</i>  <i>LGL-01 Contracts and Agreements</i>  <i>LGL-06 Waivers of Liability</i>  <i>STS-11 Student Files – Health and Record Checks</i></p>
<b>STS-07</b>	<p><b>Grades</b>                  Records related to final grade submissions.</p>	<p>Consists of final grades and grade change requests.</p>	<p>Registrar</p>	<p>Indefinite</p>	

Appendix B: Records Retention and Disposition Schedule

STS-08	<p><b>Indigenous Student Services</b> Records related to the administration of Indigenous student services.</p>	<p>Consists of status applications, supporting documentation, student loan information, and contact notes.</p>	<p>Student Engagement - Indigenous Student Services</p>	<p>5 years Fiscal year end Destroy/Delete</p>	<p>Documentation for status and student loan applications must be destroyed/deleted once a specific need for retention has expired Post-Secondary Learning Act [3 years]</p>
STS-09	<p><b>International Student Services</b> Records related to international student services. Includes homestay and immigration advising.</p>	<p>Consists of student profiles (ISP). Supporting documentation includes onboarding checklists, arrival sheets, proofs of study permits, homestay applications, student guidelines, student tracking, and contact notes.</p>	<p>International Education &amp; Diversity</p>	<p>Student profiles: Indefinite Supporting documentation: 3 years Fiscal year end Destroy/Delete</p>	<p>Post-Secondary Learning Act [3 years] <i>See also:</i> <i>LGL-02 Insurance</i> <i>LGL-04 Licenses, Permits, and Certificates</i> <i>STS-15 Study Abroad</i></p>

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STS-10	<p><b>Student Files - Department or Faculty</b> Records related to students that are maintained by departments, division offices, or faculty. Includes records pertaining to local matters and records not duplicated elsewhere. Excludes student health and record checks required for program participation and student records.</p>	<p>Consists of contact/health/emergency information, doctor’s notes, reference request forms, placement tests, academic assessments, course completion contracts, learning plans/agreements, special reports, locker sheets, mask fits, intake forms, evaluations, completion reports, certificate request forms, program questionnaires/surveys, costume plans, schedules, contact notes, and student tracking.</p>	<p>Originating office</p>	<p>3 years Fiscal year end Destroy/Delete</p>	<p>Post-Secondary Learning Act [3 years] <i>See also:</i> <i>LGL-06 Waivers of Liability</i> <i>STS-11 Student Files – Health and Record Checks</i> <i>STS-13 Student Records</i></p>
STS-11	<p><b>Student Files - Health and Record Checks</b> Records related to student health and record checks.</p>	<p>Consists of record checks, proof of immunization, and health forms.</p>	<p>Originating office</p>	<p>10 years Program completion or withdrawal Destroy/Delete</p>	<p>Alberta Limitations Act [10 years] <i>See also:</i> <i>STS-10 Student Files – Department or Faculty</i></p>
STS-12	<p><b>Student Identification</b> Records related to student identification cards.</p>	<p>Consists of photos and contact information.</p>	<p>Library</p>	<p>0 years Superseded/ Obsolete Destroy/Delete</p>	

Appendix B: Records Retention and Disposition Schedule

<p><b>STS-13</b></p>	<p><b>Student Records</b> Official student records for all categories of students and learners. Student records document admissions, registrations, performance, and conferral of degrees, diplomas or other credentials.</p>	<p>Consists of MHC transcripts and SIS profiles.  Includes confirmation of attendance, conflict forms, change forms (add/drop, program major change, name change, etc.), PLAR applications, course substitutions, prerequisite waivers, course/credit evaluations, withdrawals, letter requests, letters of permission, disciplinary decisions, degree audits, and letters of graduation.</p>	<p>Registrar</p>	<p>Transcripts and SIS profiles: Indefinite  Supporting documentation: 2 years Last active registration Destroy/Delete</p>	<p><i>See also:</i> <i>LGL-06 Waivers of Liability</i> <i>STS-10 Student Files – Department or Faculty</i> <i>STS-11 Student Files – Health and Record Checks</i></p>
	<p><b>STS-14</b></p>	<p><b>Student Recruiting</b> Records related to recruiting domestic and international students, as well as student-athletes.</p>	<p>Athletic recruiting – Consists of Become a Rattler forms, questionnaires, and player tracking.  Domestic recruiting – Consists of inquiry forms, recruitment letters, student packets, contact notes, new applicant reports, and student tracking.  International recruiting – Consists of agent fact sheets, and checklists (onboarding/application).</p>	<p>Division of Arts  Enrolment Services  International Education &amp; Diversity  Sport &amp; Wellness - Coaches</p>	<p>2 years Fiscal year end Destroy/Delete</p>



<b>STS-15</b>	<p><b>Study Abroad</b> Records related to the administration of the mobility program.</p>	<p>Consists of applications and supporting documentation (flight itineraries, emergency contacts, etc.), *copies of passports, health insurance, and faculty travel plans.</p>	<p>International Education &amp; Diversity</p>	<p>10 years Fiscal year end Destroy/Delete</p>	<p>If a minor is involved, the retention minimum begins when the minor turns 18 *Passport copies must be destroyed/deleted once a specific need for retention has expired Alberta Limitations Act [10 years]</p>
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## TEACHING - TEA

CODE	RECORD SERIES DESCRIPTION	EXAMPLES	RECORD CUSTODIAN	RETENTION PERIOD CLOSURE EVENT DISPOSITION	NOTES CITATIONS
TEA-01	<p><b>Accreditation</b> Records related to program accreditation or licensing with professional organizations.</p>	<p>Consists of program accreditation, curriculum mapping, course outlines, student results, statistics, and supporting documentation.</p>	<p>Program Coordinators</p>	<p>Indefinite</p>	

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TEA-02	<p><b>Articulation and Credits</b> Records related to articulation, credit or transfer agreements to offer programming in partnership with other institutions, school districts or industry.</p>	<p>Consists of contracts, agreements, and memoranda of understanding.</p>	<p>Executive - VP Academic  Registrar - Student Records</p>	<p>Indefinite</p>	
TEA-03	<p><b>Assignments and Exams</b> Assignments and exams.</p>	<p>Consists of assignments, exams, and practicum logbooks.</p>	<p>Division of Arts, Education &amp; Business - Academic Resources Centre and Open Learning Centre  Instructors</p>	<p>1 year Termination of course Destroy/Delete</p>	<p>Instructors may keep assignments that have been released to them for use as examples until superseded/obsolete Freedom of Information and Protection of Privacy Act [1 year after decision]</p>
TEA-04	<p><b>Calendars</b> Records related to producing academic and course calendars.</p>	<p>Consists of academic calendars, course calendars, change forms, and proposals.</p>	<p>Continuing Studies  Registrar</p>	<p>Indefinite</p>	

Appendix B: Records Retention and Disposition Schedule

TEA-05	<p><b>Course Delivery</b> Records related to course delivery and tracking student performance in all categories of programs.</p>	<p>Consists of contact/health/emergency information, field trip requests and approvals, itineraries, grade books/tracking, contact notes, and attendance tracking.</p>	<p>Originating office</p>	<p>3 years Termination of course Destroy/Delete</p>	<p>Accessibility Services is the custodian of letters of introduction, instructors must destroy/delete copies of these letters at the end of the academic year Freedom of Information and Protection of Privacy Act [1 year after decision] <i>See also:</i> <i>TEA-03 Assignments and Exams</i></p>
TEA-06	<p><b>Course Outlines</b> Official course outline repositories.</p>	<p>Consists of course outlines.</p>	<p>Division of Arts, Education &amp; Business  Registrar</p>	<p>Indefinite</p>	<p>The Registrar is the custodian of the institutional course outline repository</p>
TEA-07	<p><b>Course Scheduling</b> Records related to scheduling courses to correlate with faculty loadings.</p>	<p>Consists of class schedules, timetables, waitlists, conflict reporting, and room tracking.</p>	<p>Enrolment Services</p>	<p>3 years Fiscal year end Destroy/Delete</p>	

Appendix B: Records Retention and Disposition Schedule

TEA-08	<p><b>Curriculum Planning</b> Records related to developing and reviewing program curricula.</p>	<p>Consists of curriculum reviews, planning documents, proposals, outcomes, and supporting documentation.</p>	<p>Department Chairs Executive - VP Academic Program Coordinators</p>	<p>Curriculum reviews: 5 years Suspension of program Selective archival retention Supporting documentation: 3 years Suspension of program Selective archival retention</p>	<p><i>See also:</i> <i>ADM-02 Committees, Working Groups, and Taskforces – Internal GOV-10 General Academic Council</i> <i>GOV-16 Reporting – Accountability</i></p>
TEA-09	<p><b>Exam Scheduling</b> Records related to scheduling and administering internal exams.</p>	<p>Consists of exam schedules, exam information forms, proctor forms, student tracking, and calendars.</p>	<p>Student Engagement – Accessibility Services Registrar</p>	<p>3 years Fiscal year end Destroy/Delete</p>	<p>Post-Secondary Learning Act [3 years]</p>
TEA-10	<p><b>External Exam Administration</b> Records related to administering external exams.</p>	<p>Consists of log books, proctor forms, booking calendars, and statistics.</p>	<p>Division of Arts, Education &amp; Business – Academic Resources Centre</p>	<p>3 years Fiscal year end Destroy/Delete</p>	<p>Post-Secondary Learning Act [3 years] <i>See also:</i> <i>LGL-01 Contracts and Agreements</i></p>

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TEA-11	<p><b>Instructional Technology Support</b> Records related to supporting faculty and developing technology-enhanced teaching methods.</p>	<p>Consists of video footage, course content, reports, surveys, data, and research ethics approvals.</p>	<p>Centre for Innovation &amp; Teaching Excellence  Enrolment Services  *Instructors</p>	<p>3 years Termination of work Selective archival retention</p>	<p>*Instructors are the custodians of their own course content <i>See also:</i> <i>LGL-06 Waivers of Liability</i></p>
TEA-12	<p><b>New Program Development</b> Records related to researching programming opportunities and proposing new programs.</p>	<p>Consists of proposals, approvals, planning documents, templates, needs assessments, reports, course details, and presentations.</p>	<p>Executive - VP Academic</p>	<p>5 years Termination of work Selective archival retention</p>	<p><i>See also:</i> <i>ADM-02 Committees, Working Groups, and Taskforces – Internal GOV-10 General Academic Council GOV-16 Reporting - Accountability</i></p>
TEA-13	<p><b>Program Planning and Review</b> Records related to program planning and conducting program reviews.</p>	<p>Consists of program reviews and supporting documentation, program review evaluations, reports, recommendations, templates, strategy documents, and progress tracking.</p>	<p>Executive - VP Academic</p>	<p>5 years Suspension of program Selective archival retention</p>	<p><i>See also:</i> <i>ADM-02 Committees, Working Groups, and Taskforces – Internal GOV-10 General Academic Council</i></p>

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TEA-14	<b>Research Ethics</b>	Consists of application	Research Ethics	7 years
	<b>Review</b> Records related to collecting research ethics applications and communicating MHC Research Ethics Board decisions.	checklists, applications, addendums, appendices, revisions, and approvals from other institutions.	Board Liaison	Termination of research Selective archival retention