



<b>Policy</b>	#1-05
<b>Approved By:</b>	SLT
<b>Approval Date:</b>	August 31, 2011
<b>Revision Date:</b>	December 14, 1994 August 31, 2011 November 16, 2016
<b>Effective Date:</b>	November 16, 2016
<b>Date to be Reviewed:</b>	November 16, 2021
<b>Administrator Responsible:</b>	VPL&S

## **RECORDS MANAGEMENT**

### **POLICY STATEMENT**

North Island College will ensure the management of its corporate records and information resources in all media across the organization by leading and supervising an integrated program encompassing records management and Access to Information and Protection of Privacy.

### **PURPOSE STATEMENT**

The purpose of this policy is to establish commonly understood and efficient practice for the retention and disposition of official College Records that ensures North Island College meets its legislative, financial and legal obligations as a public body to manage its records in a systematic and consistent manner.

This policy defines the standards for ensuring that all official College Records are Trustworthy, usable over time, retained and disposed of according to approved timetables and managed as a consistent whole when they relate to the same subject or are part of the same business process.

This policy establishes procedures required to ensure that official College Records are processed and maintained according to record management principles and best practices that enhance their admissibility as evidence in legal proceedings and their reliability to support business decisions.

### **PRINCIPLES**

1. The *Freedom of Information and Protection of Privacy Act [RSBC 1996] Chapter 165* and other laws of general application govern this policy. The College's Access to Information and Protection of Privacy process co-ordinates College compliance with its legal obligations under the provincial *Freedom of Information and Protection of Privacy Act* (FOIPPA). FOIPPA: provides the public a right of access to official College records subject only to specific and limited exceptions; gives individuals a right of access to, and correction of,

Personal Information about themselves; and protects personal privacy by ensuring only authorized collection, use, and disclosure of Personal Information.

2. The College's Records and Information Management process provides systematic control of the College's official records from their creation or receipt to their distribution, use, maintenance and disposition.
3. Each employee is responsible for managing official College Records in a responsible and professional manner.
4. The Office of the Vice President, Learning & Students (VP-L&S) is the final authority for approval of all Retention and Disposition Schedules.
5. Unit managers with Office of Primary Responsibility for college records that are a function of his/her business unit will define the content of records for which he or she holds primary responsibility.
6. All official college records have a reasonable retention period based on the legal or logical requirement for retention.
7. All official college records will be Trustworthy, usable over time, retained and disposed of according to approved timetables, and managed as a consistent whole, regardless of location when they relate to the same subject or are part of the same business process.
8. The College, through its Records and Information Management process, will ensure that employees have the training, resources, and materials they need to create and maintain records, in all media, that are trustworthy, usable, retained and disposed of according to approved schedules, and are managed as a consistent whole.
9. All Retention and Disposal Schedules that cite provincial or federal legislation as part of their retention rationale will be submitted for legal review to ensure that the schedules meet legislative requirements.

**DEFINITIONS:**

1. **Active records:** are records in constant use that need to be retained in the office close to users.
2. **Archival records:** are records used to administer, support or document the delivery of College programs, carry out operations, make decisions or account for College activities, and require indefinite preservation.
3. **Common Records:** are records that provide evidence of administration of functions or activities that are not unique to one particular management unit. Common records often share a similar style or format, but the content is different. In some cases, common records are copies of original records for which another unit manager holds the office of primary responsibility.
4. **Document management:** is the combination of business processes and computer software used to capture, organize, store, retrieve, manipulate and control the circulation of scanned paper or microfilmed documents and born digital documents.
5. **Inactive Records:** are records that are no longer required for ongoing college business. These are records that are ready for final disposition; in other words, records for which the scheduled active and semi-active retention periods have lapsed.
6. **Office of Primary Responsibility:** is the business area that creates or receives and files original, official records relating to its particular function or activity within the College. The unit manager of a business area is responsible for defining and following the retention and disposal schedule established for its records.
7. **Official College Records:** are all records created or received by College employees in the course of their duties on behalf of the College and retained to meet business, legal, financial, legislative and other needs. For the purposes of implementing this policy, the definition of official college records excludes books and other published materials and copyrighted or copyrightable materials. Official college records may be in the form of paper, non-paper-based media such as microfilm, CD-ROM and audio or video tape and electronic media such as e-mail, word processing, spreadsheet and presentation documents, digital images of paper or microfilm stored in a records and document management system, databases, web sites, portals and social media tools.
8. **Personal Information:** means recorded information about an identifiable individual. Personal information includes: home address, home telephone number, race, nationality, origin, colour, political or religious beliefs, age, sex, sexual orientation, marital or family status, and any identifying number or symbol assigned to an individual. It also includes an individual's personal history regarding finances, education, health, criminal records and employment. Personal information also includes images of individuals.
9. **Personal information bank:** is a collection of personal information that is organized or retrievable by the name of an individual or by an identifying number, symbol or other particular assigned to an individual.
10. **Primary record:** is the official copy of the record and is generally stored in a secure place in a senior administrative office area.

11. **Records and Information Management:** policies and procedures, technologies, and other administrative controls applied to the records and information that employees use to support their business operations and processes, and that are required to protect legal interests and fulfil legislative obligations. Records and information management functions include activities such as implementing filing systems, establishing retention and disposal schedules, protecting vital records and preserving archival records.
12. **Records and Information Management Appraisal Report:** the document that the Records Manager produces in consultation with a unit business area to describe its records and define each record type's appropriate retention and disposal schedule.
13. **Records Schedule:** A prescribed timetable that governs the life cycle of a file from creation, through active use within an office, retention in off-site storage during its semi-active period, to final disposition when it becomes inactive.
14. **Retention and Disposal Schedules:** define specific time periods for keeping records in the office (the active phase), for maintaining records in storage (the semi-active phase), and determining their final disposition (destruction or indefinite archival preservation).
15. **Retention period:** The length of time a file is retained, as governed by the records schedule. The file may be disposed of after the active and semi-active retention periods that apply to it have elapsed. See also Active records; Semi-active records
16. **Secondary Records:** is a copy of the primary record and may be stored by departments for convenience for a period of time that meets their current access needs, but no longer.
17. **Semi-active records:** are records no longer used constantly, but are required for reference, legal, audit or other purposes. Semi-active records may be transferred to on- or off-site secured storage to free-up limited and expensive office space.
18. **Source records:** are records in paper form or on microfilm that contain information or data entered into a records and document management system.
19. **Trustworthy records:** are records that are reliable (they are what they claim to be), complete (created with all the content, contextual information and rules required to carry out their intended business purpose) and authentic (can be trusted as evidence of business transactions and proven not to have been altered in any way).
20. **Usable records:** are records that can be retrieved, accessed, deciphered and comprehended for as long as their creators and other business areas, such as audit or legal departments, require them.
21. **Vital Records:** are records considered essential to the College's continuing or resuming its operations in the event of a disaster. A record is vital when it would be required to resume or continue College business, supports the College's legal or financial position or is made vital by regulation or statute.

**GUIDELINES:**

**RECORD MANAGEMENT PRACTICE**

1. Employees will file or otherwise organize their official college records in a manner that allows access and retrieval of records quickly and easily, when required. Employees will reference the college's indexed record classification directory and the Records and Information Management Appraisal Reports when filing.
2. Employees will protect the privacy of individuals by ensuring that records containing Personal Information are stored in a secure environment while in the office, are protected from harm if designated as Vital Records, and are confidentially destroyed by shredding or incineration according to approved Retention and Disposal Schedules.
3. Unit supervisors will work to ensure compliance with privacy guidelines for the collection, storage and disposal of personal information records.
4. Employees will follow the approved Retention and Disposal Schedules established for their department's original, Official College Records, and will notify their unit supervisor of any changes to their business processes that would require updating their department's Records and Information Management Appraisal Report. When the head of the business area approves the appraisal report, he/she agrees to manage the area's records according to the retention schedules.
5. Employees may retain duplicate or reference copies, i.e., Secondary Records, created and maintained by other departments for as long as needed for reference purposes, but no longer than the Retention and Disposal Schedule established for the original, Official College Record.
6. Departments that create or maintain Vital Records will establish and follow procedures to ensure that such records are protected in the event of a disaster.
7. Employees who leave the College or change positions will leave all Official College Records for their successors, subject to approved Retention and Disposal Schedules.

**LIMITATIONS:**

This policy applies to all records created by and/or maintained by the College with the following exceptions:

- It does not apply to published or copyrightable materials as defined in collective agreements.
- It does not apply to published or copyrightable materials produced in support of College business functions by non-teaching employees.

**PROCEDURES:**

North Island College's Retention and Disposal Schedule and supporting procedures are attached to this policy as appendices.

**LEGISLATIVE AND COLLECTIVE AGREEMENT REFERENCES:**

BC College and Institute Act

**LINKS TO OTHER RELATED POLICIES, DOCUMENTS AND WEBSITES:**

BC College and Institute Act

Policy #1-01 Freedom of Information and Protection of Privacy

<http://www.gov.bc.ca/citz/iao/index.html>

Indexed Record Classification Directory of College Records

Form: Records Descriptions and Management Appraisal Reports

Procedures and Guidelines for Record Management Practice

**CROSS REFERENCE:**

NIC Policy #1-01 Freedom of Information and Protection of Privacy

BC Employment Standards Act

BC Financial Information Act

BC Freedom of Information and Protection of Privacy Act [RSBC 1996] Chapter 165

BC Limitation Act

BC Personal Information Protection Act

Canada Employment Insurance Act

Canada Income Tax Act

Canada Pension Plan Act

Canada Personal Information Protection and Electronic Documents Act

**NIC POLICY #1-05-1 - APPENDIX A**

RECORD DESCRIPTION OPR COPY HOLDER

RETENTION AND DISPOSAL SCHEDULE

SECTION 1 ADMINISTRATION

<b>Associations, Clubs, Societies</b> 0160 OPR: Various	Records relating to the specialized societies operated and/or sponsored by the various groups and individuals within the College (eg NIITTT and NISAIL).	Current year plus 6 years	Current year plus 1 year
<b>Cafeteria</b> 0185 OPR: Facilities	Records relating to the administration of cafeteria and other eating facilities.	General - current year plus 1 year. Policy and Procedures SO	Current year plus 1 year.
<b>Conferences, Seminars</b> 0220 OPR: Various	Records relating to participation in or the establishment, organization and functions of conferences, seminars and symposia. Includes agenda, notices, minutes, reports and other records.	Current year plus 1 year.	SR
<b>Reports and Statistics - Annual</b> 0442 OPR: Various	Includes annual administrative reports and statistics.	RP	Current year plus 1 year then SR

SECTION 2 BUILDINGS, PROPERTIES, PHYSICAL PLANT

<b>Buildings and Properties</b> 0500 OPR: Facilities	Records relating to the operation and maintenance of College buildings, property and physical plant operations.	SR	SR
<b>Facilities/Utilities - General</b> 0650 OPR: Facilities	Records relating to facilities administration.	SR	SR

**CODES:** OPR: Office of Primary Responsibility RP: Retain Permanently SO: Superseded or Obsolete SR: Selective Retention

**NIC POLICY #1-05-1 - APPENDIX A**

RECORD DESCRIPTION OPR COPY HOLDER

SECTION 3 EQUIPMENT AND SUPPLIES

<b>Equipment and Supplies - General</b> 0700 OPR: Various	Records relating to the general administration of equipment and supplies including user specifications, acquisition, maintenance and repairs.	SO	Current year plus 1 year
<b>Purchase Orders and Requisitions</b> 0832 OPR: Purchasing	Purchase orders and requisitions and related correspondence.	Current year plus 1 year	SR
<b>Tenders and Quotations</b> 0859 OPR: Financial Services	Records relating to the tenders and quotations for construction, janitorial and other services, leases, equipment and general procurement.	SR	SR

SECTION 4 - FINANCE

<b>Accounting - General</b> 0910 OPR: Financial Services	Records relating to reconciliations, year-end working papers and miscellaneous correspondence	Current year plus 6 years	None
<b>Accounting - Cash</b> 0915 OPR: Financial Services	Records relating to cash reports and cash receipts	Current year plus 2 years	None
<b>Accounts Payable</b> 0925 OPR: Financial Services	Records relating to supplier invoices, correspondence, packing slips, other supporting documents.	Current year plus 6 years	None
<b>Accounts Receivable</b> 0935 OPR: Financial Services	Records relating to invoices, sponsorship letters, follow up collection letters	Current year plus 6 years	None
<b>Agreements</b> 0950 OPR: Financial Services	Records relating to financial transactions and potentially recoverable disbursements in relation to agreements and arrangements with other organizations.	Agreements RP. General, current year plus 6 years	None

**CODES:** OPR: Office of Primary Responsibility RP: Retain Permanently SO: Superseded or Obsolete SR: Selective Retention



**NIC POLICY #1-05-1 - APPENDIX A**

RECORD	DESCRIPTION	OPR	COPY HOLDER
<b>Audits</b> 0975 OPR: Financial Services	Records relating to auditor management letter, follow-up and related correspondence	SR	None
<b>Banks</b> 0985 OPR: Financial Services	Records relating to banking services agreements, correspondence	Current year plus 6 years	None
<b>Budgets - Planning</b> 1025 OPR: Financial Services	Records relating to the planning and forecasting of variable and fixed costs of program requirements for future periods. This includes full-time equivalent (FTE) targets and allocations	SR	Current year plus 1 year
<b>Cheques and Financial Transactions</b> 1050 OPR: Financial Services	Records relating to bank statements, cancelled cheques, computerized cheque listings	Current year plus 6 years	None
<b>Contracts - General</b> 1060 OPR: Financial Services	Records relating generally to contract administration. Includes guidelines, procedures, regulations, etc.	2 years then SR	Current year plus 1 year
<b>Donations and Bequests</b> 1092 OPR: Communications	Records relating to donations and bequests to the College.	Current year plus 5 years.	SO
<b>Expenditure Control - General</b> 1100 OPR: Financial Services	Records relating to the general administration and control of expenditure and not shown elsewhere in the expenditure control block.	Current year plus 5 years	Current year plus 1 year
<b>Reports, Statistics, Statements</b> 1180 OPR: Financial Services	Records relating to the financial reporting systems, financial management reports, statistics and statements. Includes working papers, correspondence and individual reports.	SO	SR
<b>Salaries and Wages</b> 1200 OPR: Financial Services	Records relating to the administration and payment of employee benefits and services, calculation of pay, deductions from that pay, adjustments to pay. This includes regular, overtime and the employee pay records.	Payroll files, policy and procedures, RP. General, current year plus 6 years	SO

**CODES:**    **OPR:** Office of Primary Responsibility    **RP:** Retain Permanently    **SO:** Superseded or Obsolete    **SR:** Selective Retention

**NIC POLICY #1-05-1 - APPENDIX A**

RECORD DESCRIPTION OPR COPY HOLDER

SECTION 5 HUMAN RESOURCES

<b>Personnel - General</b> 1300 OPR: Human Resources	Records relating to the general administration of personnel management activities not shown elsewhere in this section.	SO	Current year plus 1 year
<b>Accidents and Injuries</b> 1305 OPR: Human Resources	Records relating to employee accidents and personal injuries as a direct result of work duties and to claims with the Workers' Compensation Board.	WCB claims RP. General, current year plus 6 years.	SO
<b>Employees</b> 1380 OPR: Human Resources	Records of a general nature relating to employees, master records on individual employees: personal data; resume; appraisals and evaluations; training; commendations; discipline; health examinations; records of individual terminated employees. Terminated includes resignation, retirement, dismissal and layoff.	RP	SR
<b>Employment Equity</b> 1440 OPR: Human Resources	Records relating to programs and initiatives designed to improve the effectiveness of the public service by identifying and removing barriers to the equal treatment of all people in hiring and promotion. Includes policy, guidelines, action plans and information about designated groups.	3 years	SR
<b>Health and Safety</b> 1460 OPR: Human Resources	Records relating to the administration of health and safety programs: first aid, occupational health, smoking in the workplace, accident prevention. Includes WHMIS.	Current year plus 2 years.	SR
<b>Labour Relations</b> 1480 OPR: Human Resources	Records relating to employee/management relations, collective agreements or contracts, including guidelines and interpretations, and services which are not covered elsewhere in this section	SO	SR
<b>Staffing Applications</b> 1660 OPR: Human Resources	Records relating to the receipt of applications for employment, offers of service and resumes.	Current year plus 1 year.	SO
<b>Staffing Competitions</b> 1665 OPR: Human Resources	Records relating to competitions, short lists of candidates, interview format and questions, results, offer and rejection letters.	Current year plus 1 year	None
<b>Training and Development - General</b> 1730 OPR: Human Resources	Records relating to the general administration of training and development activities and functions.	Current year plus 1 year	SO

**CODES:** OPR: Office of Primary Responsibility RP: Retain Permanently SO: Superseded or Obsolete SR: Selective Retention

**NIC POLICY #1-05-1 - APPENDIX A**

RECORD	DESCRIPTION	OPR	COPY HOLDER
<b>Training and Development - Courses</b> 1735 OPR: Human Resources	Records relating to courses, types of courses, course content and brochures, attendance records and evaluation reports for all forms of staff training.	Current year plus 2 years.	SO

**SECTION 6 INFORMATION SYSTEMS AND SERVICES**

<b>Information Technology - General</b> 6000 OPR: DISSS	Records relating generally to computer systems functions.	Current year plus 4 years	Current year plus 1 year
<b>College-wide Publications</b> 6010 OPR: Communications	Records relating to the development, production and distribution of publications such as annual report, newsletters, etc. other than the Calendar (see Section 7).	Current year plus 1 year. Publications RP	Current year plus 1 year

**SECTION 7 - GOVERNANCE**

<b>Governance - General</b> 10010 OPR: President's Office	Records other than the ones shown that relate to the governance of the College which are not shown elsewhere in this section.	Current year plus 6 years	SR
<b>Board of Governors</b> 10030 OPR: Office of the President	Records relating to the functions, operations and policies of the Board. Includes membership, minutes, correspondence, reports and studies, policies and procedures	RP	SR
<b>Calendar</b> 10100 OPR: Communications	Records relating to the development, production and distribution of the College's calendars.	Current year plus 1 year. Calendars RP	Current year plus 1 year
<b>Ceremonies</b> 10200 OPR: Various	Records relating to Graduation, dedications and other special ceremonies sponsored by the College. Includes committee minutes, photographs, lists, etc.	SR	Current year plus 1 year

**CODES:** OPR: Office of Primary Responsibility    RP: Retain Permanently    SO: Superseded or Obsolete    SR: Selective Retention

**NIC POLICY #1-05-1 - APPENDIX A**

RECORD	DESCRIPTION	OPR	COPY HOLDER
<b>Committees and Meetings</b> 10300 OPR: Various	Records relating to the establishment, organization and function of boards, committees, councils, groups, panels, etc.	Until inactive plus 1 year then SR	Current year plus 1 year

**SECTION 8 DEVELOPMENT AND FUNDRAISING**

<b>Development and Fund-Raising - General</b> 11010 OPR: Foundation	Records relating to the development and fundraising activities for the College which are not described elsewhere in this section.	Current year plus 6 years	Current year plus 1 year
<b>Alumni Relations</b> 11020 OPR: Foundation	Records relating to the relationship between the College and alumni. Includes descriptions of projects, campaigns and support provided to the College from alumni organizations. Also may include individual donor case records. This section does not represent the records of alumni organizations.	Current year plus 6 years	Current year plus 1 year
<b>Foundations</b> 11080 OPR: Foundation	Records relating to foundations and charitable organizations benefiting the College. Includes descriptions of projects, campaigns and support provided to the College from individual organizations. Also may include individual donor case records.	Closure of file plus 6 years. Duplicate donation receipts - calendar year plus 2 years	Current year plus 1 year
<b>Fundraising</b> 11100 OPR: Foundation	Records relating to College efforts to raise funds to support program functions and facilities, including special projects such as capital fundraising campaigns, planned giving activities, etc. May include individual benefactor and donor files, ceremonies and arrangement files, background on previous donations, pledges and related documentation and correspondence.	Closure of file plus 6 years. Duplicate donation receipts - calendar year plus 2 years	Current year plus 1 year

**CODES:**    **OPR:** Office of Primary Responsibility    **RP:** Retain Permanently    **SO:** Superseded or Obsolete    **SR:** Selective Retention

**NIC POLICY #1-05-1 - APPENDIX A**

RECORD	DESCRIPTION	OPR	COPY HOLDER
--------	-------------	-----	----------------

**CODES:**    **OPR:** Office of Primary Responsibility    **RP:** Retain Permanently    **SO:** Superseded or Obsolete    **SR:** Selective Retention

**NIC POLICY #1-05-1 - APPENDIX A**

RECORD DESCRIPTION OPR COPY HOLDER

SECTION 9 LIBRARY

<p><b>Library Services - General</b> 11310 OPR: Library</p>	<p>Records relating to the operations and services provided by the library which are not shown elsewhere in this section.</p>	<p>SO plus 1 year</p>	<p>Current year plus 1 year</p>
<p><b>Circulation</b> 11330 OPR: Library</p>	<p>Records relating to the borrowing of circulating library materials by qualified patrons. Includes the name and identification of borrowers, titles of materials borrowed, due date, overdue and fine payment notes, and related documentation and correspondence.</p>	<p>Deleted when transaction completed</p>	<p>None</p>
<p><b>Library Collection, Development and Maintenance</b> 11400 OPR: Library</p>	<p>Records relating to the acquisition and maintenance of library materials which typically involves ordering, accessioning, cataloguing and referencing. Records may include request forms, order forms, computer cataloguing records, reference guides and finding aids, and other related documentation.</p>	<p>Request and order forms - SO then dispose. Purchase Orders - current year plus 3 years. Catalogues, finding aids, RP statistical data - SR, review at 10 years</p>	<p>None</p>
<p><b>Gifts and Exchanges</b> 11500 OPR: Library</p>	<p>Records relating to the donation, receipt and processing of gifts and bequests to the library, as well as the exchange at no cost of materials with other institutions. Includes policies and procedures, as well as donor and other institution agreements and case records.</p>	<p>Closure of file plus 6 years, SR</p>	<p>None</p>
<p><b>Inter-Library Loans</b> 11550 OPR: Library</p>	<p>Records relating to the lending of library materials between the College and external libraries or individuals. Records document requests made to other institutions and from outside sources. Records may include individual or institutional agreements, and related forms and correspondence.</p>	<p>SO</p>	<p>None</p>
<p><b>Services</b> 11600 OPR: Library</p>	<p>Records relating to the provision of access to the library collection through reference requests, on-line catalogue and other services. Records may include forms describing services and documenting users' requests.</p>	<p>SO</p>	<p>None</p>

**CODES:** OPR: Office of Primary Responsibility RP: Retain Permanently SO: Superseded or Obsolete SR: Selective Retention

**NIC POLICY #1-05-1 - APPENDIX A**

RECORD DESCRIPTION OPR COPY HOLDER

SECTION 10 RESEARCH

<b>Research - General</b> 12210 OPR: Various	Records relating to research and research-related issues which are not found elsewhere in this section.	Current year plus 6 years	Current year plus 1 year
<b>Ethical Matters</b> 12250 OPR: Various	Records relating to ethical matters associated with academic programs: e.g. animal care in testing environments, environmental issues. Also includes records documenting ethical approval of research involving humans, animals and biosafety. These will be identified by program name and by subject or topic. Note that committee records will be retained in administrative files by committee name.	Until completion of research plus 6 years SR of project case files	Current year plus 1 year
<b>Fellowships</b> 12300 OPR: Various	Records relating to the applications, evaluations and awarding of fellowships, post doctoral and general, as well as case records on the individual fellowships awarded.	Expiry plus 7 years	Current year plus 1 year
<b>Grants</b> 12330 OPR: Various	Records relating to the grant proposals and applications, evaluation and awarding of grants for research, as well as case records on the individual grants awarded. Includes information on donors and recipients of grants.	Expiry plus 7 years	Current year plus 1 year

SECTION 11 STUDENT RECORDS

<b>Student Records - General</b> 12410 OPR: DISSS	Records relating to student records and student records issues which are not found elsewhere in this section.	Current year plus 6 years	Current year plus 1 year
<b>Admissions</b> 12430 OPR: Registration	Records relating to the process of evaluation and admission or readmission of students to the College. Records may include some or all of the following information: admission application, letters of acceptance or refusal.	Current year plus 6 years	Current year plus 1 year
<b>Appeals</b> 12460 OPR: DISSS	Records relating to the processes of appeals, appeals of decisions made about students by the College and the records leading up to those decisions, i.e., admission, placement, grades etc.	RP Move to Student File	Current year plus 1 year

**CODES:** OPR: Office of Primary Responsibility RP: Retain Permanently SO: Superseded or Obsolete SR: Selective Retention

**NIC POLICY #1-05-1 - APPENDIX A**

RECORD	DESCRIPTION	OPR	COPY HOLDER
<b>Awards, Scholarships and Prizes</b> 12480 OPR: DISSS	Records relating to the evaluation and granting of awards (financial and other) to students, based upon criteria specific to the individual awards. Awards may be based on academic or other achievement.	Decision of award to be added to master student record	Current year plus 1 year
<b>Discipline - Student</b> 12520 OPR: DISSS	Records relating to the process of student discipline.	Graduation plus 1 year	Current year plus 1 year
<b>Grades</b> 12540 OPR: DISSS	Records relating to examinations and the recording of grades. Includes specific forms and documentation for recording or amending official grades. Individual student information may be collected into master student files.	Grades - RP Transcript requests - 6 months	Current year plus 1 year
<b>Registration</b> 12600 OPR: DISSS	Records relating to the process of registration of students for courses. Includes specific types of registration documents, such as approval forms, drop/add forms, which are used in the registration process.	Current year plus 1 year, SR of summary data	Current year plus 1 year
<b>Students - Undergraduate</b> 12680 OPR: DISSS	Records relating to the individual students registered in undergraduate courses. This master file includes all documentation relating to individual students. Such documentation may include, but not be limited to, admission and registration information, interview forms, out of province transcripts and other data, academic standing and grades, appeals, etc.	Master Student Record - RP Other information - Graduation plus 1 year	Graduation plus 1 year
<b>Transfer - Articulation</b> 12740 OPR: Student Records	Records relating to transfer credit for courses from other institutions, including correspondence, course outlines submitted from other institutions, evaluations of courses by relevant academic departments and transfer credit decisions.	Decision to be added to Master Student Record Graduation plus 1 year	Graduation plus 1 year

**SECTION 12 STUDENT SERVICES**

<b>Student Services - General</b> 13010 OPR: DISSS	Records relating to student support services which are not shown elsewhere in this section.	Current year plus 1 year. SR of policy materials.	Current year plus 1 year
--	---	---	--------------------------

**CODES:** OPR: Office of Primary Responsibility    RP: Retain Permanently    SO: Superseded or Obsolete    SR: Selective Retention



**NIC POLICY #1-05-1 - APPENDIX A**

RECORD	DESCRIPTION	OPR	COPY HOLDER
<b>Athletic Programs - General</b> 13030 OPR: DISSS	Records relating to the athletic programs operated by the College which are not documented elsewhere in this section.	Current year plus 1 year, SR of policy materials	Current year plus 1 year
<b>Financial Aid</b> 13120 OPR: DISSS	Records relating to a variety of financial supports available to students, including bursaries, loans, grants and other financial arrangements based upon student financial need. Includes correspondence with sponsoring organizations, policies and procedures, rules and regulations respecting the various programs. Includes financial aid program case files as well as individual student case files.	Current year plus 6 years/SR of program files. Student case files - Graduation plus 6 years	Current year plus 1 year
<b>Personal Student Counseling</b> 13200 OPR: Counseling Office	Records relating to the operation of counseling services provided to students. Records may include case files containing notes made by counselors concerning contacts with student clients, referral letters, letters to agencies or other counselors regarding student clients and related documentation and correspondence.	Current year plus 7 years. Student case records - last visit plus 6 years. High risk patients - RP.	Current year plus 1 year
<b>Student Employment</b> 13300 OPR: Human Resources	Records relating to the operation and support of various student employment programs available, including work study, teaching assistantships and research assistantships. Records may include case files of individual employment programs, as well as individual student placement records.	Termination plus 6 years	Current year plus 1 year

SECTION 13 TEACHING PROGRAMS

<b>Teaching Programs</b> 14010 OPR: Various	Records relating to the programs and courses offered by departments and faculties within the College. Includes distance education programs.	RP	Current year plus 1 year
<b>Counseling/Advising</b> 14050	Records relating to the formal program and course advising function and process provided to prospective students by departments and faculties within the College.	Advice Given Current year	Current year plus 1 year

**CODES:**    **OPR:** Office of Primary Responsibility    **RP:** Retain Permanently    **SO:** Superseded or Obsolete    **SR:** Selective Retention

**NIC POLICY #1-05-1 - APPENDIX A**

RECORD	DESCRIPTION	OPR	COPY HOLDER
OPR: Various	Records relating to content of specific program and course will be placed with the master records for those programs.	plus 4 years	
<b>Clinics</b> 14100 OPR: Various	Records relating to the specialized clinics and services provided by the College as a community or public service. These clinics may or may not be part of academic programs providing students with field training experience. Records include client files, program planning and operational data, correspondence and statistics.	Current year plus 6 years. Case records - case closed plus 10 years	Current year plus 1 year
<b>Continuing Education</b> 14200 OPR: Regional Campus Administration	Records relating to course offering and individual course contents offered by the Continuing Education units of the College. Also includes records relating to the continuing education programs offered at locations remote to the College via telecommunications and other communication methods. These records include the summary of course proposals and related financial information.	Until replaced then 1 year	Current year plus 1 year
<b>Program/Course Evaluations</b> 14300 OPR: Various	Records relating to the process of evaluating programs/courses. Records may include forms, administrative procedures and policy, as well as student evaluations summaries.	Current year plus 6 years, SR	Current year plus 1 year
<b>Lecture Series</b> 14350 OPR: Various	Records relating to the development and history of special lectures and continuing lectureships devoted to a variety of topics or disciplines operated and/or sponsored by the College	Current year plus 2 years, SR	Current year plus 1 year
<b>Program Development and Review</b> 14400 OPR: Curriculum and Program Support	Records relating to the content of programs and courses including the specific information about the individual course offerings: course development, course descriptions and content, course requirements, textbook information, grade information, prerequisites, etc. The listing of programs and courses in the Calendar is a permanent record.	10 years, SR	Current year plus 6 years
<b>Scheduling/Timetabling</b> 14600 OPR: Regional Campus Registration	Records relating to the programming and scheduling of programs and courses, including the development of the timetables and assignment of facilities and space to courses and instructors.	Current year plus 1 year	Current term/year

**CODES:**    **OPR:** Office of Primary Responsibility    **RP:** Retain Permanently    **SO:** Superseded or Obsolete    **SR:** Selective Retention