

RECORDS RETENTION/DESTRUCTION

POLICY NUMBER	ADM 02-3
APPROVAL DATE	JANUARY 20, 1987
LAST AMENDMENT	
REVIEW DATE	JANUARY, 1992
AUTHORITY	PRESIDENT'S COUNCIL
PRIMARY CONTACT	VICE-PRESIDENT, ADMINISTRATION & FINANCE

POLICY

Thompson Rivers University (TRU) has a lawful duty to keep and maintain records and books of account pursuant to the *Income Tax Act*, *Employment Insurance Act*, *Canada Pension Plan*, *Thompson Rivers University Act*, and *Document Disposal Act*.

The records retention/destruction policy sets out the periods of time for which records must be retained before they can be destroyed.

1. All divisions of TRU shall ensure the retention in their division of records for the period of time set out in the Records Retention Schedule.
2. Each division is responsible for the ongoing process of identifying its records which have met the required retention period and recommending destruction thereof.
3. The retention periods referred to in the Records Retention Schedule relate only to records in paper form.
4. Any document not listed in the Records Retention Schedule shall be retained for a period of seven (7) years from the date on which it was created unless any one or more of them should be retained for archival purposes.
5. Permission for the destruction of records must be given by the Vice-President, Administration and Finance prior to their destruction.
6. When records have been identified as those to be destroyed, and permission to do so has been given by the Vice-President, Administration and Finance, the records are to be delivered to the Plant Manager to be either burned, shredded or sent to the landfill and should be identified as such by the divisional director.

7. Where records are to be kept permanently, duplicate records of any kind, not used as working copies, shall be eliminated keeping only the original.
8. A record of all files destroyed must be retained by each division.

9. **Records Retention Schedule**

a. **One Year**

- Correspondence, General: i.e. congratulations, greetings, etc.
- Job applications.

b. **Two Years**

- Agendas
- Day Files
- Insurance Policies - Expired
- Student Medical Records
- Student Records - i.e. non-credit, courses reported on 61/30, 61/50 reports

c. **Five Years**

- Building Permits
- Correspondence, General
- Correspondence, Public Relations
- Detailed Budget Working Papers
- Equipment Inventory Records
- Program Profile Data
- Purchasing Documentation (Purchasing, Receiving & Stores)

d. **Seven Years**

- Accident Reports
- Bank Deposit Books/Bank Statements
- Bills of Lading
- Bond Applications
- Budgetary Information
- Capital Project Documentation
- Correspondence, Planning and Research
- Correspondence, Special Projects
- Correspondence, Commitments of any kind
- Debentures
- Donation Receipts
- Employees' Daily Time Reports/Sick Leave Reports
- Employee Records (after termination)
- Expense Reports
- Facility Use Log Sheets
- Federal Income Tax Returns
- Freight Bills

- Insurance - Disability
- Insurance - Pension
- Insurance Policies - Property, Liability, etc.
- Inventories Year-End
- Job Postings
- Legal Correspondence, Agreements, Contracts, (after expiration)
- Miscellaneous Contracts and Agreements (after expired)
- Payroll Data - Part-time Employees (after termination)
- Purchase Orders
- Requisitions
- Research Projects
- Safety and Occupational Health Correspondence
- Scholarships, Bursaries
- Source Documentation - Invoices, Sales Summaries, Journal Entries
- Student Immunization Records
- Student Loans
- Student Registration Data Forms (green copy)
- Tax Back-up Records
- Tenders

e. Permanently

- Annual Reports
- Archival Information
- Audited Enrollment Reports
- Audited Financial Statements
- Board Minutes
- Bylaws
- Collective Agreements
- Course Calendars
- Property Documentation
- Committee Minutes
- Construction Projects in Excess of \$50,000
- Credit Course Outlines
- Ledgers and Journals
- Legal Deeds and Leases
- Mission and Goals Statements
- Original Grade Statements - signed by Instructor
- Permanent Student Record Files
- Personnel Files (active employees)
- Public Bodies Reports
- Records of Files Destroyed
- Superannuation Reports