

LR: LEGAL & REGULATORY

Records related to legal and regulatory matters in the operation of GBC and meeting its mandate.

Record Code	Record Series & Scope Notes	Office of Record (Creating Office?)	Active Retention	Inactive Retention	Total Retention	Comments	Acts & Regulations (Government & GBC Policies)
LR000	<p>Policy & Procedures</p> <p>Records related to the current policies and procedures pertaining to legal and regulatory matters.</p>	Any / All	S		S	For Policy Development see GO019.	
LR001	<p>Information Technology - General</p> <p>Records that are of a general nature, and for which no suitable classification code exists under this section</p>	Various Departments	C + 1	0	2	Some records may be retained by GBC Archives; contact Archives with questions.	FIPPA; Limitations Act; GBC Policies

C = Current Year

P = Permanent

S = Until Superseded / Obsolete

T = Terminating event (required before calculating retention)

LR002	Acts & Legislation Records related to Provincial, Canadian, and international legal Acts, Regulations, Standards, and Municipal by-laws, proposed and passed. Includes: Reviews, lobbying for, and issues surrounding acts and legislation.	Executive Offices	C + 1	6	7		FIPPA; Limitations Act; GBC Policies
LR003	Legal Matters Records related to general legal matters in connection with GBC administration.	Executive Offices Various Departments	T + 1	6	7	T = Resolution of matter or termination of task.	FIPPA; Limitations Act; GBC Policies
LR004	Legal Opinions Records related to legal opinions on a variety of subjects relevant to GBC and prepared for GBC.	Executive Offices	S + 1	P	P		FIPPA; Limitations Act; GBC Policies
LR005	Litigation Records related to matters that have proceeded to litigation. Includes: Statement of claim, court documents, transcripts, arbitration rulings, appeals, etc.	Executive Offices	T + 1	P	P	T = Last date of record on file.	FIPPA; Limitations Act; GBC Policies; Rules of the Law Society of Ontario

C = Current Year
P = Permanent
S = Until Superseded / Obsolete
T = Terminating event (required before calculating retention)

LR006	Copyright & Trademark Records related to intellectual property, and the registration and renewal of copyrights, trademarks, and patents held by GBC and/or its employees. Includes: Applications and approvals.	Executive Offices	C + 1	P	P	Consult GBC Copyright Consultant.	FIPPA; Limitations Act; Canada Copyright Act; Canada Trademarks Act; GBC Policies
LR007	Contracts & Agreements - Academic Records related to contracts, leases, and agreements pertaining to partnerships with individuals and other organizations for the delivery of academic programs. Includes: Contract renewals and amendments, exhibits, correspondence relating to the contract, and termination notices.	Executive Offices Various Departments	T + 1	6	7	T = Expiry of contract or agreement.	FIPPA; Limitations Act; GBC Policies; AODA

C = Current Year
P = Permanent
S = Until Superseded / Obsolete
T = Terminating event (required before calculating retention)

LR008	Contracts & Agreements - Buildings & Properties Records related to contracts, leases, and agreements for the acquisition, lease, operation or renovation of buildings, lands and properties. Includes: Contract renewals and amendments, exhibits, correspondence relating to the contract, termination notices, and license of occupation agreements.	Executive Offices Various Departments	T + 1	6	7	T = Expiry of contract or agreement.	FIPPA; Limitations Act; GBC Policies; AODA
LR009	Contracts & Agreements - Finance Records related to financial agreements such as bank agreements and assignments, revenue or cost sharing agreements, escrow agreements, loan agreements, etc. Includes: Contract renewals and amendments, exhibits, correspondence relating to the contract, termination notices.	Executive Offices Various Departments	T + 1	6	7	T = Expiry of contract or agreement.	FIPPA; Limitations Act; GBC Policies; AODA

C = Current Year
P = Permanent
S = Until Superseded / Obsolete
T = Terminating event (required before calculating retention)

LR010	<p>Contracts & Agreements - Consulting & Advising</p> <p>Records related to short term project related contracts for consulting services.</p> <p>Includes: Contract renewals and amendments, exhibits, correspondence relating to the contract, termination notices.</p>	<p>Executive Offices</p> <p>Various Departments</p>	T + 1	6	7	T = Expiry of contract or agreement.	FIPPA; Limitations Act; GBC Policies; AODA
LR011	<p>Contracts & Agreements - General</p> <p>Records related to contracts, leases and agreements pertaining to the general administration of GBC, including office services & supplies, catering services, local services, and for which no other suitable classification code exists.</p> <p>Includes: Contract renewals and amendments, exhibits, correspondence relating to the contract, termination notices.</p>	<p>Executive Offices</p> <p>Various Departments</p>	T + 1	6	7	T = Expiry of contract or agreement.	FIPPA; Limitations Act; GBC Policies; AODA

C = Current Year
 P = Permanent
 S = Until Superseded / Obsolete
 T = Terminating event (required before calculating retention)

LR012	Contracts & Agreements - Confidentiality Records related to confidentiality agreements with external agencies, consultants, and employees.	Executive Offices Various Departments	T + 1	6	7	T = Expiry of contract or agreement.	FIPPA; Limitations Act; GBC Policies
LR013	Insurance Coverage Records related to insurance coverage. Includes: Employees, students, academic programs, insurance brokers, policies, etc.	Executive Offices	T + 1	P	P	T = Expiry of policy.	FIPPA; Limitations Act; GBC Policies; AODA
LR014	Insurance Claims Records related to claims. Includes: Claims and losses.	Executive Offices	T + 1	P	P	T = Settlement of claim.	FIPPA; Limitations Act; GBC Policies; AODA

C = Current Year
P = Permanent
S = Until Superseded / Obsolete
T = Terminating event (required before calculating retention)

LR015	<p>Certificates, Licenses & Permits</p> <p>Records related to the requisition and maintenance of all licenses and permits required for the operation and maintenance of GBC.</p> <p>Includes: Certificate of title, liquor licenses, etc.</p> <p>Notes: For copyright see LR006.</p>	Various Departments	T + 1	6	7	T = Expiry of certificate, license or permit.	FIPPA; Limitations Act; GBC Policies; AODA
LR016	<p>Academic Liaison - Local Government</p> <p>Records related to meetings and other matters between GBC and local government academic agencies.</p>	Executive Offices	T + 1	P	P	T = Completion of task or dissolution of liaison.	FIPPA; Limitations Act; GBC Policies
LR017	<p>Academic Liaison - Provincial Government</p> <p>Records related to meetings and other matters between GBC and provincial government academic agencies.</p> <p>Includes: Colleges Ontario, etc.</p>	Executive Offices	T + 1	P	P	T = Completion of task or dissolution of liaison.	FIPPA; Limitations Act; GBC Policies

C = Current Year
 P = Permanent
 S = Until Superseded / Obsolete
 T = Terminating event (required before calculating retention)

LR018	Academic Liaison - Federal Government Records related to meetings and other matters between GBC and federal government academic agencies.	Executive Offices	T + 1	P	P	T = Completion of task or dissolution of liaison.	FIPPA; Limitations Act; GBC Policies
LR019	Academic Liaison - International Governments Records related to meetings and other matters between GBC and international government academic agencies.	Executive Offices	T + 1	P	P	T = Completion of task or dissolution of liaison.	FIPPA; Limitations Act; GBC Policies
LR020	Non-Academic Liaison - Local Government Records related to meetings and other non-academic matters between GBC and local government academic agencies.	Executive Offices	T + 1	P	P	T = Completion of task or dissolution of liaison.	FIPPA; Limitations Act; GBC Policies
LR021	Non-Academic Liaison - Provincial Government Records related to meetings and other non-academic matters between GBC and provincial government academic agencies.	Executive Offices	T + 1	P	P	T = Completion of task or dissolution of liaison.	FIPPA; Limitations Act; GBC Policies

C = Current Year
P = Permanent
S = Until Superseded / Obsolete
T = Terminating event (required before calculating retention)

LR022	Non-Academic Liaison - Federal Government Records related to meetings and other non-academic matters between GBC and federal government academic agencies.	Executive Offices	T + 1	P	P	T = Completion of task or dissolution of liaison.	FIPPA; Limitations Act; GBC Policies
LR023	Non-Academic Liaison - International Governments Records related to meetings and other non-academic matters between GBC and international government academic agencies.	Executive Offices	T + 1	P	P	T = Completion of task or dissolution of liaison.	FIPPA; Limitations Act; GBC Policies
LR024	Accountability Reporting - Institutional Records supporting strategic decision making processes at all levels of GBC.	Executive Offices	T + 1	P	P	T = Submission of report.	FIPPA; Limitations Act; GBC Policies

C = Current Year
 P = Permanent
 S = Until Superseded / Obsolete
 T = Terminating event (required before calculating retention)

LR025	Accountability Reporting - Provincial Records that report compliance with external provincial regulatory requirements. Includes: Key Performance Indicators (KPI), etc.	Executive Offices	T + 1	P	P	T = Submission of report.	FIPPA; Limitations Act; GBC Policies
LR026	Accountability Reporting - National Records that report compliance with external national regulatory requirements.	Executive Offices	T + 1	P	P	T = Submission of report.	FIPPA; Limitations Act; GBC Policies
LR027	Contracts & Agreements - Systems Records related to contracts, leases and agreements for the acquisition, lease or sale of computer hardware, software, and communication systems. Includes: Contract renewals and amendments, exhibits, correspondence relating to contracts, termination notices, etc.	Executive Offices ITS	T + 1	6	7	T = Expiry of contract or agreement.	FIPPA; Limitations Act; GBC Policies; AODA

C = Current Year
P = Permanent
S = Until Superseded / Obsolete
T = Terminating event (required before calculating retention)

LR028	<p>Contracts & Agreements - Vehicles</p> <p>Records related to contracts, leases and agreements for the acquisition, lease or sale of vehicles, grounds equipment, etc.</p> <p>Includes: Contract renewals and amendments, exhibits, correspondence relating to contracts, termination notices, etc.</p>	Executive Offices	T + 1	6	7	T = Expiry of lease or sale of vehicle.	FIPPA; Limitations Act; GBC Policies; AODA
LR029	<p>Contracts & Agreements - Precedents</p> <p>Sample agreements and contracts for reference and use by GBC.</p>	Executive Offices	S		S		FIPPA; Limitations Act; GBC Policies; AODA

C = Current Year
 P = Permanent
 S = Until Superseded / Obsolete
 T = Terminating event (required before calculating retention)

<p>LR030</p>	<p>Information Management - Administration</p> <p>Records related to the administration of the information management functions, and activities such as responding to FOI requests and investigation of privacy breaches.</p> <p>Includes: FOI requests and responses, etc.</p>	<p>Executive Offices</p> <p>Archives</p>	<p>C + 1</p>	<p>P</p>	<p>P</p>		<p>FIPPA; Limitations Act; GBC Policies; AODA</p>
<p>LR031</p>	<p>Information Management - Standards & Tools</p> <p>Records related to the development and maintenance of information management standards and tools.</p> <p>Includes: Regulations, classification system, retention schedule, naming conventions, personal information banks (PIBs), etc.</p>	<p>Executive Offices</p> <p>Archives</p>	<p>C + 1</p>	<p>P</p>	<p>P</p>		<p>FIPPA; Limitations Act; GBC Policies; AODA</p>

C = Current Year
 P = Permanent
 S = Until Superseded / Obsolete
 T = Terminating event (required before calculating retention)

LR032	<p>Information Management - Destruction Certificates</p> <p>Completed destruction certificates maintained by Archives, providing proof of records destruction.</p>	Archives	C + 1	P	P		FIPPA; Limitations Act; GBC Policies
LR033	<p>Information Management - Privacy Impact Assessments</p> <p>Records related to the development and maintenance of Privacy Impact Assessments.</p> <p>Includes: Completed Privacy Impact Assessments formally filed by GBC Diversity, Equity and Human Rights Office.</p>	<p>Executive Offices</p> <p>Diversity, Equity and Human Rights Office</p>	C + 1	P	P		FIPPA; Limitations Act; GBC Policies
LR034	<p>Information Management - Consent Forms</p> <p>Records pertaining to the consent by an individual for GBC to use or disclose personal information under the FIPPA Act.</p>	Various Departments	T + 1		T + 1	T = End of use of information.	FIPPA; Limitations Act; GBC Policies

C = Current Year
 P = Permanent
 S = Until Superseded / Obsolete
 T = Terminating event (required before calculating retention)

LR035	Commercial Email - Consent Forms Records pertaining to the expressed consent by an individual for GBC to send electronic messages for commercial purposes under the Federal anti-spam legislation.	Various Departments	T + 1		T + 1	T = End of use of information.	FIPPA; Limitations Act; GBC Policies
--------------	--	---------------------	-------	--	-------	--------------------------------	--------------------------------------

C = Current Year
P = Permanent
S = Until Superseded / Obsolete
T = Terminating event (required before calculating retention)