

AD: ADMINISTRATION

Records related to administrative activities by GBC that are not covered in other functional classifications.

Record Code	Record Series & Scope Notes	Office of Record (Creating Office?)	Active Retention	Inactive Retention	Total Retention	Comments	Acts & Regulations (Government & GBC Policies)
AD000	Policy & Procedures Records related to the current policies and procedures pertaining to administrative functions and activities.	Any / All	S		S	For Policy Development see GO019	
AD001	Administration - General Records that are of a general administrative nature, and for which no suitable classification code exists under this section.	Various Departments	C + 3	0	4		FIPPA; Limitations Act; GBC Policies
AD002	Councils & Committees - Academic Records related to committees that address academic and student matters. Includes: Meeting minutes, retreats, reports, membership listings, committee charters.	Committee Chairs Executive Offices	T+1	P	P	T = Dissolution of committee, task force, or council.	FIPPA; Limitations Act; AODA; GBC Policies

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AD003	Councils & Committees - Non-Academic Records related to committees that address non-academic matters. Includes: Meeting minutes, retreats, reports, membership listings, committee charters.	Committee Chairs Executive Offices Student Affairs Student Services & Campus Life	T+1	P	P	T = Dissolution of committee, task force, or council.	FIPPA; Limitations Act; AODA; GBC Policies
AD004	Associations & Societies – Faculty Records related to associations, clubs, societies, and other similar organizations created for faculty.	Association President Executive Offices	C + 1	P	P		FIPPA; Limitations Act; AODA; Canada Labour Code; GBC Policies
AD005	Associations & Societies - Staff Records related to associations, clubs, societies, and other similar organizations created for staff.	Association President Executive Offices	C + 1	P	P		FIPPA; Limitations Act; AODA; Canada Labour Code; GBC Policies
AD006	Associations & Societies - Students Records related to associations, clubs, societies, and other similar organizations created for students.	Association President Executive Offices	C + 1	P	P	GBC Student Association is separate and independent of AD006.	FIPPA; Limitations Act; AODA; Canada Labour Code; GBC Policies

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AD007	Educational Institutions - Local Records related to interaction between GBC and local educational institutions which develop and deliver academic programs. Includes: other colleges, universities, and schools.	Various Departments	C + 1	0	2	Records establishing / defining terms of interaction between institutions (contracts, agreements, terms) should be retained permanently in GBC Archives.	FIPPA; Limitations Act; AODA; GBC Policies
AD008	Educational Institutions - Provincial Records related to interaction between GBC and local educational institutions which develop and deliver academic programs. Includes: other colleges, universities, and schools.	Various Departments	C + 1	0	2	Records establishing/defining terms of interaction between institutions (contracts, agreements, terms) should be retained permanently in GBC Archives.	FIPPA; Limitations Act; AODA; GBC Policies
AD009	Educational Institutions - National Records related to interaction between GBC and local educational institutions which develop and deliver academic programs. Includes: other colleges, universities, and schools.	Various Departments	C + 1	0	2	Records establishing/defining terms of interaction between institutions (contracts, agreements, terms) should be retained permanently in GBC Archives.	FIPPA; Limitations Act; AODA; GBC Policies

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AD010	Educational Institutions - International Records related to interaction between GBC and local educational institutions which develop and deliver academic programs. Includes: other colleges, universities, and schools.	Various Departments	C + 1 C + 1	0 P	2 P	Records establishing / defining terms of interaction between institutions (contracts, agreements, terms) should be retained permanently in GBC Archives.	FIPPA; Limitations Act; AODA; GBC Policies
AD011	Business Partnerships Records related to cooperative initiatives and partnerships with non-academic organizations.	Various Departments	C + 1 C + 1	0 P	2 P	Records establishing / defining terms of interaction between institutions (contracts, agreements, terms) should be retained permanently in GBC Archives.	FIPPA; Limitations Act; Canada Labour Code ; GBC Policies

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AD012	Departmental Planning Records related to individual business unit plans which support the corporate mandate. Includes: Annual reports, business plans, goals & objectives. Notes: for GBC strategic planning see GO004.	Various Departments	C + 1	P	P		FIPPA; Limitations Act; GBC Policies
		Executive Offices	C + 1	P	P		
AD013	Departmental Reviews Records related to individual business unit reviews. Includes: Administrative reviews, leadership reviews, etc.	Executive Offices	C + 1	P	P		FIPPA; Limitations Act; GBC Policies
AD014	Department Meetings Records related to faculty & staff meetings of a general nature. Includes: Meeting minutes, background documents, etc.	Various Departments	C + 1	P	P		FIPPA; Limitations Act; GBC Policies

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AD015	Retreats Records related to retreats attended by GBC faculty and staff. Includes: Agenda, minutes, facilities / accommodations information, itineraries, etc.	Various Departments	C + 6	0	7	Information for financial auditing purposes should be retained for 7 years.	FIPPA; Limitations Act; AODA; GBC Policies
AD016	Travel & Visits Records related to information on travel and visits by GBC faculty & staff, and visits by external guests to GBC.	Executive Offices Various Departments	C + 6	0	7	Information for financial auditing purposes should be retained for 7 years.	FIPPA; Limitations Act; AODA; GBC Policies
AD017	Disaster Recovery Records related to the development, testing, and maintenance of GBC's business resumption plan. Includes: Vital records protection plan, contact list, facilities information, etc.	Various Departments	S	P	P	A copy of approved plans should be stored off-site or kept in electronic format at all times.	FIPPA; Limitations Act; GBC Policies

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AD018	Studies & Reports Records related to various studies and reports published by GBC faculty, staff, or external consultants, on academic or operational matters for which no suitable classification code exists.	Various Departments	C + 1	0	P		FIPPA; Limitations Act; GBC Policies
AD019	Departmental Events & Functions Records related to events & functions hosted and organized by an academic or non-academic GBC department. Includes: Open houses, seasonal functions, conferences, invitations, mailing lists, etc.	Various Departments	C + 1	0	2		FIPPA; AODA; GBC Policies
AD020	Liaison Events Records related to meetings and functions hosted by GBC as a forum to foster communication and cooperation within the post-secondary community.	Various Departments	C + 1	0	2		FIPPA; AODA; GBC Policies

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AD021	<p>Departmental Administration</p> <p>Records of a general nature related to the administration of GBC academic and service departments.</p> <p>Includes: Departmental evaluations, restructuring proposals, etc.</p>	<p>Executive Offices</p> <p>Various Departments</p>	C + 1	P	P		<p>FIPPA; Limitations Act; AODA; GBC Policies</p>
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