

IT: INFORMATION TECHNOLOGY

Records related to the overall management of Information Technology Services provided at GBC.

| Record Code | Record Series & Scope Notes | Office of Record (Creating Office?) | Active Retention | Inactive Retention | Total Retention | Comments | Acts & Regulations (Government & GBC Policies) |
|-------------|---|---------------------------------------|------------------|--------------------|-----------------|--|--|
| IT000 | Policy & Procedures Records related to the current policies and procedures for carrying out institutional research and planning. | Any / All | S | | S | For Policy Development see GO019. | |
| IT001 | Information Technology - General Records that are of a general nature, and for which no suitable classification code exists under this section. | Various Departments | C + 1 | 0 | 2 | Some records may be retained by GBC Archives; contact Archives with questions. | FIPPA; Limitations Act; GBC Policies; AODA |
| IT002 | Communication Systems Records related to the product evaluation, selection and acquisition of GBC communication systems. | Information Technology Services (ITS) | C + 1 | 6 | 7 | | FIPPA; Limitations Act; GBC Policies; AODA |

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S = Until Superseded / Obsolete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

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|--------------|--|-----|-------|---|---|------------------------|--|
| IT003 | Information Technology - Administration Records related to the administration of information technology services. Includes: Technology plans, user support, etc. | ITS | C + 1 | 6 | 7 | | FIPPA; Limitations Act; GBC Policies; AODA |
| IT004 | Information Technology - Hardware Records related to product evaluation, selection and acquisition of computer hardware. Includes: Processors, monitors, etc. | ITS | T + 1 | 6 | 7 | T = Replace hardware. | FIPPA; Limitations Act; GBC Policies; AODA |
| IT005 | Information Technology - Software Records related to product evaluation, selection and acquisition of computer software, and database structures. Includes: Banner, Office, etc. | ITS | T + 1 | 6 | 7 | T = Expiry of license. | FIPPA; Limitations Act; GBC Policies; AODA |

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| IT006 | Information Technology - Applications Records related to the development and/or maintenance of business application systems. Includes: Business cases, project and/or system documentation, etc. | ITS | T + 1 | 6 | 7 | T = Cease use of application. | FIPPA; Limitations Act; GBC Policies; AODA |
| IT007 | Internet & Electronic Mail - Employees Records pertaining to the daily activities of GBC employees held within the GBC email account system. Includes: Email contained within employee email accounts. Notes: For student email see IT008. | ITS | T + 30 days | | 30 days | T = Termination of employment. | FIPPA; Limitations Act; GBC Policies; AODA |

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|--------------|--|---|------------|----|------------|--|--|
| IT008 | Internet & Electronic Mail - Students Records pertaining to the daily activities of GBC students held within the GBC email account system. Includes: Email contained within student email accounts. Notes: For employee email see IT007. | ITS | T | | T | T = Termination of enrolment. | FIPPA; Limitations Act; GBC Policies; AODA |
| IT009 | Campus Cards Records related to the administration of GBC campus cards for students and employees. | Educational Resources (ERES) Various Departments | T T | | T T | T = Termination of enrolment/employment. | FIPPA; Limitations Act; GBC Policies |
| IT010 | Blackboard Employee and student material stored in Blackboard. Includes: Coursework, grades, registration information, etc. | ITS | T + 1 | 54 | 55 | T = Termination of enrolment. | FIPPA; Limitations Act; GBC Policies |

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