



Retention Schedule

Introduction and FAQs

Introduction

George Brown College Archives' Records Retention Schedule sets out records retention guidelines for the college. The Retention Schedule provides alpha-numeric retention codes for GBC based on function; departmental staff may assign these retention codes to files, folders, and groups of records in all formats under their control.

These codes provide retention periods in accordance with operational and legal requirements, established College practices, and convenience. Information contained in the GBC Retention Schedule guides departments on matters such as whether or not to transfer records to GBC Archives and/or when records can be securely destroyed.

College operations often change; the Records Retention Schedule is considered a 'living document' that can be revised by contacting GBC Archives

Frequently Asked Questions (FAQs)

[Why is this necessary?](#)

The Retention Schedule provides guidance to your department regarding how long to retain records and when to securely destroy records. It demonstrates to the public that records were destroyed in an impartial manner according to objective legal requirements rather than in response to a sudden crisis. Space is created for new records as inactive records are routinely destroyed. The Retention Schedule also provides evidence or proof to an individual submitting a Freedom of Information and Protection of Privacy request that the records they seek may no longer exist.

When should I assign an alpha-numeric retention code to my folders or records?

Retention codes are designed for records created and held by your department. The codes should be applied to original records providing evidence of departmental activity. Transitory records (usually duplications of an original record) can be securely destroyed at the discretion of departments.

Occasionally, there will be an exception to the rule when a particular transitory record maintained by a business unit is deemed important enough to retain in the official file.

How do I / can I assign alpha-numeric retention codes to electronic documents?

Very nearly all current records are 'born digital' (created electronically). The GBC Records Retention Schedule assigns retention periods by function, not by medium. An alumnus' request for a transcript using the electronic form on the Registrar's Office website, for example, must be treated in the same manner as a request from an alumnus who printed the form and mailed it with her/his payment.

Should I assign retention codes to the documents and file folders in my office?

You surely appraise your own work, possibly without even realizing it. If your file folders contain drafts, printouts, or photocopies, these documents by definition are transitory. If your work creates original records concerning GBC business, assigning a retention code is strongly recommended.

What should I do if no retention code fits the operations of my business unit?

GBC's Records Retention Schedule is a 'living document' that reflects changing laws and operational needs. Contact GBC Archives to suggest revisions to the Records Retention Schedule that meet your department's needs.

What does each column of the Records Retention Schedule mean?

- **Record Code:** Contains the alpha-numeric retention code assigned to particular records of all media. The two letters represent the general function the documents relate to, while the three-digit number represents each secondary record series under each primary function. These codes have no relationship to the names of GBC departments; they reflect the record function only.
- **Record Series and Scope Notes:** Contains the title (Record Series) of the alpha-numeric retention code. The Scope Notes outline what function the records serve.
- **Office of Record:** Identifies the GBC department that creates the original records for that retention code. Often this column identifies "Various Departments" as several departments will create records performing that particular function.

- **Active:** Suggests the number of years records under that retention code should be retained by the Office of Record. This column also includes the event trigger (the circumstance of the retention period's beginning) represented by S=Superseded, C=Current Year, P=Permanent, or T=Terminating event.
- **Inactive:** States the retention period that this record type will spend in Archives. This is considered only a recommendation, as departments will elect to maintain their records past their active stage.
- **Total Retention:** Contains the total number of years records assigned that alpha-numeric records retention code must be kept to meet legal requirements.
- **Comments:** Contains any comments related to the alpha-numeric retention codes, sometimes including a detailed explanation of the event trigger.
- **Acts and Regulation Citations:** Contains the federal and provincial legislation, and GBC policies that apply to the records of each alpha-numeric retention code.



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AA: ACADEMIC AFFAIRS

Records related to the planning, development, delivery and evaluation of academic programs.

Record Code	Record Series & Scope Notes	Office of Record (Creating Office?)	Active Retention	Inactive Retention	Total Retention	Comments	Acts & Regulations (Government & GBC Policies)
AA000	<p>Policy & Procedures</p> <p>Records related to the current policies and procedures pertaining to academic programs.</p>	Any / All	S		S	For Policy Development, see GO019	
AA001	<p>Academic Affairs – 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 + 3	0	4		FIPPA; Limitations Act
AA002	<p>Program Development</p> <p>Records related to the development of new programs.</p> <p>Includes: program proposals, terminations, and suspensions.</p> <p>Notes: delivered programs fall under AA003, AA004, AA005, or AA007.</p>	Various Departments	T +1	P	P	<p>T= end of program development</p> <p>P= permanent retention in GBC Archives</p>	FIPPA; Limitations Act; AODA

C = Current Year

P = Permanent

S = Until Superseded / Obsolete

T = Terminating event (required before calculating retention)

AA003	Academic Programming - Degree Records related to delivered programs. Includes: program planning, coordination, rationalization, program evaluation, termination, and suspension.	Various Departments	T+1	P	P	T= end of program development P= permanent retention in GBC Archives	FIPPA; Limitations Act; AODA
AA004	Academic Programming - Diploma Records related to delivered programs. Includes: program planning, coordination, rationalization, program evaluation, termination, and suspension.	Various Departments	T+1	P	P	T= end of program development P= permanent retention in GBC Archives	FIPPA; Limitations Act; AODA
AA005	Academic Programming - Certificate Records related to delivered programs. Includes: program planning, coordination, rationalization, program evaluation, termination, and suspension.	Various Departments	T+1	P	P	T= end of program development P= permanent retention in GBC Archives	FIPPA; Limitations Act; AODA

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AA006	Academic Programming – Transfer Records related to delivered programs. Includes: program planning, coordination, rationalization, program evaluation, termination, and suspension.	Various Departments	T+1	P	P	T= end of program development P= permanent retention in GBC Archives	FIPPA; Limitations Act; AODA
AA007	Academic Programming - Other Records related to delivered programs. Includes: program planning, coordination, rationalization, program evaluation, termination, and suspension.	Various Departments	T+1	P	P	T= end of program development P= permanent retention in GBC Archives	FIPPA; Limitations Act; AODA
AA008	Academic Courses Records related to courses. Includes: course material, course credit values, course outlines, and sample resource material.	Various Departments	T+1 S+1	P P	P P	T= termination of course P= permanent retention in GBC Archives S= superseded course outline / material	FIPPA; Limitations Act; AODA

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AA009	Academic Courses - Transfer Records related to the development, negotiation for delivery of academic courses that are transferable from one educational institution to another. Includes: course material, course credit values, course outlines, and sample resource material.	Various Departments	T+1 S+1	P P	P P	T= termination of course P= permanent retention in GBC Archives S= superseded course outline / material	FIPPA; Limitations Act; AODA
AA010	Curriculum Development Records related to the development of curricula that are not course or program specific. Includes: Curriculum development, renewal and outcomes.	Various Departments	T+1	P	P	T= termination of curriculum	FIPPA; Limitations Act; AODA

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AA011	Curriculum Submissions Records related to the development of specific courses. Includes: Curriculum Submission forms, course proposals, course outlines, and letters of support for transfer.	Various Departments	T+1	P	P	T= termination of course	FIPPA; Limitations Act; AODA
AA012	Instructional Delivery Records related to the application planning and formats for delivery of instruction. Includes: Classification of instructional types, computer assisted learning, distance education and correspondence courses. Notes: See AA003 through AA007 for specific program planning.	Various Departments	T+1 S+1	0 0	T+1 S+1	T= termination of course S = superceded / obsolete delivery system	FIPPA; Limitations Act; AODA

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AA013	Program Accreditation Records related to the general process of granting accreditation to programs by professional organizations.	Executive Offices	S+1	P	P	P= permanent retention in GBC Archives	FIPPA; Limitations Act
AA014	Program Brokering Records related to the purchase, brokerage or sharing of academic programs, courses and instructional material by and from GBC. Notes: for program brokering contracts see LR007.	Executive Offices	T+2	P	P	T= termination of program P= permanent retention in GBC Archives	FIPPA; Limitations Act
AA015	Research Projects Records related to research and development programs or projects. Includes: Scholastic research, research related to teaching and learning, etc.	Executive Offices Various Departments	T+2	P	P	T = Date of project completion	FIPPA; Limitations Act; GBC Policies

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AA016	Academic Funding Records related to the external funding mechanisms for academic programs, curricula and courses.	Executive Offices	C + 1	P	P	Records retained permanently to provide audit material on the allocation of funds.	FIPPA; Limitations Act
AA017	Program Delivery Records related to the delivery of programs, including non-credit. Includes: Completed examinations, program evaluation by students, program delivery material, practicum, class attendance lists, grade sheets, grade books, etc. Notes: material retained in case of grade appeal.	Various Departments	T+1	0	1	T = End of academic term	FIPPA; Limitations Act; AODA; GBC Policies

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AA018	Course Delivery Records related to the delivery of individual courses which are or are not program specific, including non-credit. Includes: Completed examinations, course evaluation by students, course delivery material, etc. Notes: material retained in case of grade appeal.	Various Departments	T+1	0	1	T = End of academic term	FIPPA; Limitations Act; AODA; GBC Policies
AA019	Research Institutes Records related to the administration and reporting of GBC research institutes / programs.	Various Departments	T+1	P	P	T = End of research project	FIPPA; Limitations Act; AODA; GBC Policies

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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 C + 1	0 0	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
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 C + 1	0 0	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
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 C + 1	0 0	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

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

Records related to the acquisition and construction of new buildings, leasing, and/or renting of facilities, allocation of space, altering and expanding existing facilities, and the maintenance or repair of GBC buildings or property.

Record Code	Record Series & Scope Notes	Office of Record (Creating Office?)	Active Retention	Inactive Retention	Total Retention	Comments	Acts & Regulations (Government & GBC Policies)
BP000	<p>Policy & Procedures</p> <p>Records related to the current policies and procedures for the management of facilities.</p>	Any / All	S		S	For Policy Development see GO019.	
BP001	<p>Buildings & Properties - 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		FIPPA; Limitations Act; AODA; GBC Policies
BP002	<p>Drawings & Plans</p> <p>Architectural, civil, mechanical, electrical, and structural drawings.</p> <p>Includes: Construction, structural, architectural, sketches, legal, shop and as-built drawings and revisions.</p>	Facilities Management	T + 1	P	P	T = Completion of project.	Limitations Act; AODA; GBC Policies

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BP003	Facilities Utilization - Internal Records related to the use of GBC facilities for internal activities. Includes: Booking requests, schedules, storage, student study space, space inventory, classrooms, laboratories, theatres & studios, gymnasiums, public spaces, etc.	Various Departments	T + 1	0	2	T = date of utilization	GBC Policies; AODA
BP004	Facilities Utilization - External Records related to the use of GBC facilities by external organizations. Includes: Booking requests, schedules, space inventory, theatres & studios, gymnasiums, public spaces, etc.	Various Departments	T + 6	0	7	T = date of utilization Records sufficient to document rental & use agreements should be maintained for audit purposes.	Limitations Act; GBC Policies; AODA
BP005	Facilities Maintenance Records related to the maintenance of GBC facilities. Includes: Janitorial, custodial and maintenance services.	Facilities Management	C + 1	0	2		FIPPA; Limitations Act; Elevating Devices Codes Regulation; Canada Labour Code; GBC Policies; AODA

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BP006	Landscaping & Grounds Maintenance Records related to the maintenance, landscaping, gardening, or other work on GBC grounds.	Facilities Management	C + 1	0	2		FIPPA; Limitations Act; Canada Labour Code; GBC Policies; AODA
BP007	Facilities Instrumentation Controls Records related to utilities, and the maintenance and repair of controls. Includes: Power outages, lighting & power transformers, water line breaks, leaks, water treatment, central plant equipment, cooling tower, air conditioning, and alarm systems.	Facilities Management	C + 1	0	2		FIPPA; Environmental Protection Act; Limitations Act; Canadian Environmental Protection Act; AODA; GBC Policies
BP008	Student Residences Records related to the construction and maintenance of GBC student residences. Includes: Renovation & future expansion project records.	Facilities Management	C + 1	0	2		FIPPA; Limitations Act; Elevating Devices Codes Regulation; Canada Labour Code; GBC Policies; AODA

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BP009	Art & Décor Records related to the design, acquisition, installation, maintenance and repair of all GBC art and décor. Includes: Sculpture, painting, prints, ceramics, etc.	Executive Offices	T + 1	P	P	T = acquisition or sale of item	FIPPA; Limitations Act; Canada Copyright Act; GBC Policies; AODA
		Archives		P	P		
BP010	Signage Records related to the design, installation and maintenance of all internal and external GBC signage.	Various Departments	T + 1	1	2	T = removal	Limitations Act; Canada Copyright Act; GBC Policies; Canada Trade-marks Act; AODA
BP011	Commercial Properties Records related to the events leading up to the acquisition and/or lease of commercial properties. Includes: Proposals, studies, reports, site sketches and maps.	Executive Offices	T + 1	6	7	T = Purchase or lease of property, or abandonment of project	FIPPA; Limitations Act; AODA
		Facilities Management	T + 1	6	7		

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BP012	Renovation Projects Records related to the approved renovation and/or expansion of existing facilities, from design through to the completion of the project. Includes: GBC Master Plan, proposals, progress reports, etc. Notes: For drawings see BP002	Executive Offices	T + 1	P	P	T = Completion of project	FIPPA; Limitations Act; Provincial Environmental Protection Act; Canadian Environmental Protection Act; AODA
		Facilities Management	T + 1	P	P		
BP013	Environmental Matters Records related to environmental controls and issues pertaining to GBC facilities. Includes: Air quality, pest control, etc.	Facilities Management	C + 1	P	P		FIPPA; Limitations Act; Provincial Environmental Protection Act; Canadian Environmental Protection Act; GBC Policies; AODA
BP014	Waste Management Records documenting GBC waste management functions to ensure general and hazardous wastes are handled according to governmental legislation. Includes: Recycling, waste materials storage, reports, etc.	Executive Offices	C + 2	P	P		FIPPA; Limitations Act; Provincial Environmental Protection Act; Canadian Environmental Protection Act; GBC Policies; AODA
		Facilities Management	C + 2	P	P		

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BP015	Environmental Compliance Records related to monitoring environmental conditions within and around GBC. Includes: Daily and annual inspection reports, audits, etc.	Facilities Management	C + 2	P	P		FIPPA; Limitations Act; Provincial Environmental Protection Act; Canadian Environmental Protection Act; GBC Policies; AODA
BP016	External Facilities Records related to the renting and utilization of external facilities for GBC activities. Includes: Floor plans, rental fee information, etc.	Executive Offices Facilities Management	C + 1 C + 1	6 6	7 7		FIPPA; Limitations Act; AODA; GBC Policies
BP017	Naming Buildings & Properties Records related to the naming or renaming of GBC buildings, facilities, and properties.	Executive Offices GBC Foundation	C + 2 C + 2	P P	P P		FIPPA; Limitations Act; GBC Policies

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FI: FINANCIAL

Records related to the financial activities by GBC such as, budgeting, financial planning, managing funds and investments, and the receipt and control of expenditure.

Record Code	Record Series & Scope Notes	Office of Record (Creating Office?)	Active Retention	Inactive Retention	Total Retention	Comments	Acts & Regulations (Government & GBC Policies)
FI000	Policy & Procedures Records related to the current policies and procedures for the management of financial matters.	Any / All	S		S	For Policy Development see GO019	
FI001	Financial - General Records that are of a general nature, and for which no suitable classification code exists under this section. Includes: Signing authority records.	Various Departments	C + 1	0	2		FIPPA; Limitations Act; GBC Policies

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FI002	<p>Accounts Payable</p> <p>Records related to the accounts payable function.</p> <p>Includes: General accounts payable invoices and supporting documents, cheque requisitions, accounts payable systems reports, etc.</p>	Financial Services	C + 1	6	7		FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; Payment Card Industry Data Security Standard; GBC Policies
FI003	<p>Accounts Receivable</p> <p>Records related to the accounts receivable function.</p> <p>Includes: General accounts receivable invoices and supporting documents, late payment schedules billing schedules and monthly invoice summaries, etc.</p>	Financial Services	C + 1	6	7		FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; Payment Card Industry Data Security Standard; GBC Policies
FI004	<p>Expense Statements</p> <p>Records related to faculty and staff expenses incurred in the performance of authorized GBC business.</p> <p>Includes: Travel expenses and supporting documentation.</p>	Financial Services	C + 1	6	7		FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; Payment Card Industry Data Security Standard; GBC Policies

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FI005	Audit Records related to the function of auditing - internal and external. Includes: Reports, pre-audit and follow-up documents, compliance and testing information, etc.	Financial Services	C + 1	6	7		FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; Payment Card Industry Data Security Standard; GBC Policies
FI006	Financial Reporting Records related to various financial reporting matters and the financial reporting system.	Financial Services	C + 1	6	7		FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; Payment Card Industry Data Security Standard; GBC Policies
FI007	Financial Statements Records related to GBC monthly and year-end financial statements. Includes: Consolidated financial statements, audited financial statements, and supporting documents.	Financial Services	C + 1	6	7		FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; Payment Card Industry Data Security Standard; GBC Policies

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FI008	Administrative Fees Records related to fees of a general nature. Includes: Parking, photocopying, graduation, locker rental, transcripts, advertising, etc.	Financial Services	C + 1	6	7		FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; Payment Card Industry Data Security Standard; GBC Policies
FI009	Academic Fees Records related to the payment, deferral, refund and reassessment of academic fees. Includes: Tuition, examinations, T2202A, etc.	Financial Services	C + 1	6	7		FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; Payment Card Industry Data Security Standard; GBC Policies
FI010	Special Academic Fees Records related to special academic course and program fees. Includes: Co-operative education, dance and music performance, etc.	Various Departments	C + 1	6	7		FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; Payment Card Industry Data Security Standard; GBC Policies

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FI011	International Student Fees Records related to fees for international students with student visa or non-Canadian status. Includes: Student Association fees, insurance fees, etc.	Various Departments	C + 1	6	7		FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; Payment Card Industry Data Security Standard; GBC Policies
FI012	Income & Corporate Taxation Records related to Canadian federal and provincial returns and filings for income tax and corporate taxes. Includes: Notices, assessments, appeals, correspondence, etc.	Financial Services	C + 1	6	7		FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; Payment Card Industry Data Security Standard; GBC Policies
FI013	Goods & Services Tax - GST Records related to the payment of GST. Includes: Registration forms, reports, returns, notices, etc.	Financial Services	C + 1	6	7		FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; Payment Card Industry Data Security Standard; GBC Policies

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FI014	Taxation Issues Records related to national and international taxation issues and other general information. Includes: Property tax, sales tax, reports and studies, real estate, withholding taxes, etc.	Financial Services	C + 1	6	7		FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; Payment Card Industry Data Security Standard; GBC Policies
FI015	Banking Records related to the transaction of business with banking institutions. Includes: Bank statements, bank slips, etc.	Financial Services	C + 1	6	7		FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; Payment Card Industry Data Security Standard; GBC Policies
FI016	Investments Records related to investments. Includes: Investment certificates, etc.	Financial Services	C + 1	6	7		FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; Payment Card Industry Data Security Standard; GBC Policies
FI017	Reserve Funds Records related to reserve funds.	Financial Services	C + 1	P	P		FIPPA; Limitations Act; Canada Income Tax Act; GBC Policies

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FI018	Fixed Assets Records related to tangible, durable items of value from which benefits are expected to be derived during their useful life. Includes: Cost allocations and depreciation.	Financial Services	C + 1	P	P		FIPPA; Limitations Act; Canada Income Tax Act; GBC Policies
FI019	Collections & Stop Payments Records related to the collection of monies owed to GBC, and stop payment of monies. Includes: Collection agencies, claims reports, accounts, bad debts, correspondence, etc.	Financial Services	C + 1	6	7	T = Collection or write-off of debt.	FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; Payment Card Industry Data Security Standard; GBC Policies
FI020	Reconciliations Records related to indicating the items of difference between the balance of an account reports by the bank and the account appearing on the books of GBC. Includes: Deposits in transit and outstanding cheques.	Financial Services	C + 1	6	7		FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act

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FI021	Cheques	Financial Services	C + 1	6	7	T = completion of transaction.	FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; GBC Policies
	Records related to cheques. Includes: Cancelled cheques, cheque copies, listings, registers, statements and reports.	Various Departments	T + 1	0	2		
FI022	Project Accounting	Financial Services	C + 1	6	7		FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; GBC Policies
FI023	Interest	Financial Services	C + 1	6	7		FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; GBC Policies
FI024	Chargebacks	Financial Services	C + 1	6	7	T = completion of transaction.	FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; GBC Policies
	Records related to the chargeback of costs to departments. Includes: Allocations, reserves, scholarship interest, etc.	Various Departments	T + 1	0	2		

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FI025	Internal Accounts Records related to the authorization and creation of accounts for GBC departments, centres, etc.	Financial Services	C + 1	6	7	T = completion of transaction.	FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; GBC Policies
		Various Departments	T + 1	0	2		
FI026	Journal Entries Records related to the function of entering details of transactions or events into the accounting system. Includes: Journal entries, supporting documents, etc.	Financial Services	C + 1	6	7		FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act
FI027	Daily Cash Records related to the management of day to day cash flows.	Financial Services	C + 1	6	7	T = completion of transaction.	FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; Payment Card Industry Data Security Standard
		Various Departments	T + 1	0	2		
FI028	Clearing Records related to clearing reconciliation reports.	Financial Services	C + 1	6	7		FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; GBC Policies

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FI029	General Ledger Records related to the ledger comprising all assets, liabilities, proprietorship, revenue and expense accounts in the form of detailed, summary or controlling accounts or a combination of them. Includes: Reports, receivable ledger, trial balance, etc.	Financial Services	C + 1	P	P		FIPPA; Limitations Act; Canada Income Tax Act; GBC Policies
FI030	Liabilities Records related to the management of financial liabilities. Includes: Accrued liabilities and outstanding cheque list.	Financial Services	C + 1	6	7		FIPPA; Limitations Act; Canada Income Tax Act; GBC Policies
FI031	Budget Approved GBC or departmental budgets.	Financial Services	C + 1	P	P		FIPPA; Limitations Act; Canada Income Tax Act; GBC Policies

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FI032	Budgeting Records related to the development of college or departmental budgets. Includes: Budget working papers, backups, calculations, assumptions, balance sheets, consolidation reports, etc.	Various Departments	C + 1	6	7		FIPPA; Limitations Act; Canada Income Tax Act; GBC Policies
FI033	Balancing Records related to balancing of financial statements. Includes: Faculty, management, contract and casual salary balancing	Financial Services	C + 1	P	P		FIPPA; Limitations Act; Canada Income Tax Act; GBC Policies
FI034	Funding Records related to various funding received by GBC for its administration and operation. Includes: Government funding, scholarships, bursaries, endowments, etc.	Executive Offices	C + 1	P	P		FIPPA; Limitations Act; Canada Income Tax Act; GBC Policies

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FI035	Fund Raising Records related to various fund raising projects for academic and operational purposes. Includes: Proposals, reports, funding sources, objectives and strategies. Notes: For Foundation administrative records see PR002; for Foundation campaigns see PR005.	Executive Offices Various Departments	C + 1 C + 6	P 0	P 7	Letters of appreciation and donation receipts.	FIPPA; Limitations Act; Canada Income Tax Act; Payment Card Industry Data Security Standard; GBC Policies
FI036	Donors Records related to the history of individual and corporate financial donors. Includes: Potential donors, donor lists, and donor recognition. Notes: For Foundation administrative records see PR002; for Foundation campaigns see PR005.	Executive Offices Various Departments	C + 1	P	P		FIPPA; Limitations Act; Canada Income Tax Act; GBC Policies

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FI037	Professional Development Funds Records related to the administration of professional development funds for Faculty and Staff. Notes: For professional releases and education records see HR039.	Various Departments	C + 1	6	7		FIPPA; Limitations Act; Canada Income Tax Act; GBC Policies
FI038	Capital Assets Records related to tangible items of value purchased with capital funds. Includes: Office equipment, transfer of capital assets.	Financial Services	C + 1	6	7		FIPPA; Limitations Act; Canada Income Tax Act; GBC Policies
FI039	Financial Aid - Students Records related to the award of scholarships, medals, prizes, and financial aid services to students. Includes: Scholarships, awards, bursaries, and loans.	Registrar's Office	C + 1	54	55	This retention period matches other student records' retention.	FIPPA; Limitations Act; Canada Income Tax Act; Student Financial Assistance Act; GBC Policies

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GO: GOVERNANCE

Records related to the overall management and direction of GBC.

Record Code	Record Series & Scope Notes	Office of Record (Creating Office?)	Active Retention	Inactive Retention	Total Retention	Comments	Acts & Regulations (Government & GBC Policies)
GO000	<p>Policy & Procedures</p> <p>Records related to the current policies and procedures pertaining to the governance of GBC.</p>	Any / All	S		S	For Policy Development see GO019.	
GO001	<p>Governance - General</p> <p>Records that are of a general nature, and for which no suitable classification code exists under this section.</p> <p>Includes: President's correspondence, engagements, etc.</p>	Various Departments	C + 1	0	2	Some records may be retained by GBC Archives; contact Archives with questions.	FIPPA; Limitations Act; GBC Policies

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GO002	GBC Organization Records related to the creation of and changes in GBC organization, and the execution of departmental responsibilities. Includes: Organizational charts, reorganizational proposals, etc.	Executive Offices	C + 1	P	P		FIPPA; Limitations Act; GBC Policies
GO003	Corporate Documents Records related to GBC's incorporation. Includes: GBC incorporation, articles, by-laws, amendments, orders in council, etc.	Executive Offices	C + 1	P	P		FIPPA; Limitations Act; GBC Policies
GO004	Strategic Planning Records related to GBC strategic planning which supports the corporate mandate and directives. Includes: Mandate, goals, objectives, business plans, strategic plans, etc. Notes: For Departmental Planning see AD028.	Executive Offices	C + 1	P	P		FIPPA; Limitations Act; GBC Policies; AODA

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GO005	Institutional Plans Records related to GBC's long term planning.	Executive Offices	C + 1	P	P		FIPPA; Limitations Act; GBC Policies; AODA
GO006	Annual Reports Records related to the content and compilation of GBC and departmental annual reports. Includes: GBC Annual Reports. Notes: For departmental submissions see AD028.	Executive Offices	C + 1	P	P		FIPPA; Limitations Act; GBC Policies
GO007	Governance Meetings Records related to meetings of the Board of Governors. Includes: Meeting minutes, supporting documents, reports, etc.	Executive Offices	C + 1	P	P		FIPPA; Limitations Act; GBC Policies
GO008	Board of Governors Retreats Records related to the board of governors retreats.	Executive Offices	C + 1	P	P		FIPPA; Limitations Act; GBC Policies

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GO009	Board of Governors Honouraria Records related to the payment of honouraria for Board members.	Executive Offices	C + 1	6	7		FIPPA; Limitations Act; Canada Income Tax Act; GBC Policies
GO010	Board of Governors Records regarding the members of the GBC B of G. Includes: Correspondence, CV, appointments, membership, addresses & telephone numbers, committee charters, profiles, etc.	Executive Offices	C + 1	P	P		FIPPA; Limitations Act; GBC Policies
GO011	Board of Governors' Functions / Events Records related to social functions attended or organized by the GBC B of G.	Executive Offices	C + 1	P	P		FIPPA; Limitations Act; GBC Policies; AODA

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GO012	GBC Foundation Records related to administrative activities of the GBC Foundation by Executive Offices. Includes: B of G meetings, funding budget, volunteers, etc Notes: For Administrative -- Foundation see PR002; For Donors -- Foundation see FI036; For Fundraising -- Foundation see FI035.	Executive Offices	C + 1	P	P		FIPPA; Limitations Act; GBC Policies
GO013	Presidential Addresses Records related to internal and external addresses made by the President.	Executive Offices	C + 1	P	P		FIPPA; Limitations Act; GBC Policies
GO014	Presidential Meetings Records related to institutional and government meetings attended by the President.	Executive Offices	C + 1	P	P		FIPPA; Limitations Act; GBC Policies

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GO015	Executive Retreats Records related to retreats attended by GBC executives. Includes: Agenda, minutes, background information, itineraries, accommodations, etc	Executive Offices	C + 1	P	P		FIPPA; Limitations Act; GBC Policies; AODA
GO016	President's Functions / Events Records related to social functions attended or hosted by the President.	Executive Offices	C + 1	P	P		FIPPA; Limitations Act; GBC Policies; AODA
GO017	GBC Alumni Records related to activities of GBC alumni. Includes: Meetings, funding, volunteers, mailing lists, etc.	Alumni Relations Executive Offices	S + 2	8	10	Some records may be selected for permanent retention in GBC Archives; consult Archives.	FIPPA; Limitations Act; GBC Policies
GO018	Institutional Status Records related to GBC's status as a post secondary educational institution. Includes: Diploma granting status, GBC history, etc.	Executive Offices Archives	C + 1	P	P	Some records may be selected for permanent retention in GBC Archives; consult Archives.	FIPPA; Limitations Act; GBC Policies

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GO019	Institutional Policy Development Records related to the history, review, and development of GBC institutional policies. Includes: Former policies, policy development, etc.	Executive Offices	C + 1	P	P	Some records may be selected for permanent retention in GBC Archives; consult Archives.	FIPPA; Limitations Act; Canada Business Corporations Act; GBC Policies; AODA
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HR: HUMAN RESOURCES

Records related to personnel administration activities of employees such as, hiring, training, development, and performance evaluations.

Record Code	Record Series & Scope Notes	Office of Record (Creating Office?)	Active Retention	Inactive Retention	Total Retention	Comments	Acts & Regulations (Government & GBC Policies)
HR000	Policy & Procedures Records related to the current policies and procedures pertaining to the governance of GBC.	Any / All	S		S	For Policy Development see GO019.	
HR001	Human Resources - 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
HR002	Employee Programs Records and information related to the various programs available to management, faculty, and staff. Includes: Educational assistance, etc.	Human Resources	T + 1	6	7	T = Termination of program	FIPPA; Ontario Arbitration Act; Ontario Limitations Act; Ontario Employment Pension Plans Act; Ontario Employment Standards Code; Human Rights Act; Canada Employment Insurance Act; Canada Pension Benefits Standards Act; Canada Pension Plan Act; AODA; GBC Policies

C = Current Year

P = Permanent

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HR003	Staff Discipline Records related to staff disciplinary matters. Includes: Extended probationary personnel, conflict resolution, etc. Notes: Original records relating to staff discipline are maintained by HRES. Some related documents may also be maintained by Executive Offices.	Human Resources	T + C	49	50	T = Resolution of issue C = Term of employment Original discipline records are added to the HRES employee file; executive offices may keep copies of these records in their employee working files.	FIPPA; Ontario Arbitration Act; Ontario Limitations Act; Ontario Employment Pension Plans Act; Ontario Employment Standards Code; Human Rights Act; Canada Employment Insurance Act; Canada Pension Benefits Standards Act; Canada Pension Plan Act; AODA; GBC Policies
		Executive Offices	T + C	0	T + C		
HR004	Work Hours Records related to hours of work for faculty and staff.	Various Departments	C + 1	6	7		FIPPA; Ontario Arbitration Act; Ontario Limitations Act; Ontario Employment Pension Plans Act; Ontario Employment Standards Code; Human Rights Act; Canada Employment Insurance Act; Canada Pension Benefits Standards Act; Canada Pension Plan Act; GBC Policies

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<p>HR005</p>	<p>Honours & Awards</p> <p>Records related to the recognition of GBC faculty and staff.</p> <p>Includes: Long service, distinguished service, nominations, etc.</p> <p>Notes: Original records will be placed in the official HRES employee file. Some files related to honours & awards will be maintained by Executive Offices.</p>	<p>Human Resources</p> <p>Executive Offices</p>	<p>T + 1</p>	<p>49</p>	<p>50</p>	<p>T = Award of recognition</p>	<p>FIPPA; Ontario Limitations Act; Ontario Employment Standards Code; GBC Policies</p>
<p>HR006</p>	<p>Employee Grievances</p> <p>Records related to complaints and grievances by or against employees, on a case by case basis.</p> <p>Includes: Complaints, investigation reports, case files, etc.</p> <p>Notes: Original records will be placed in the official HRES employee file. Some files related to grievances will be maintained by Executive Offices.</p>	<p>Human Resources</p> <p>Executive Offices</p>	<p>T + 1</p>	<p>49</p>	<p>50</p>	<p>T = Settlement of grievance</p>	<p>FIPPA; Ontario Arbitration Act; Ontario Human Rights Act; Ontario Limitations Act; Ontario Employment Standards Code; GBC Policies</p>

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HR007	Job Competitions Records related to the interview process for hiring and the appointment of staff. Includes: Resumes, reference checks, interview questions, comments of interview panel, etc.	Human Resources	T + 1	3	4	T = Completion of recruitment Successful applicant information to be reclassified as HR014	FIPPA; Ontario Human Rights Act; Ontario Limitations Act; AODA; GBC Policies
HR008	Terminations Records related to the termination of employees through resignations, contractual terminations, layoffs, etc.	Human Resources	T + 1	49	50	T = Termination of employment	FIPPA; Ontario Arbitration Act; Ontario Human Rights Act; Ontario Limitations Act; Ontario Employment Standards Code; GBC Policies
HR009	Employee Records Records related to the management of employees. Includes: Performance appraisals, requests/approvals for leave, resumes, letters of offer, etc. Notes: Official employee records are maintained by HRES; unofficial working files may be kept by Various Departments.	Human Resources	T + 1	49	50	T = Termination of employment	FIPPA; Ontario Arbitration Act; Ontario Limitations Act; Ontario Employment Pension Plans Act; Ontario Employment Standards Code; Human Rights Act; Canada Employment Insurance Act; Canada Pension Benefits Standards Act; Canada Pension Plan Act; GBC Policies

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HR010	Orientations Records related to the introductory orientation of employees to GBC.	Human Resources	C + 1	0	2		FIPPA; Ontario Limitations Act; AODA; GBC Policies
HR011	Instructional Workload Records related to the workload of full-time and part-time faculty. Includes: Teaching load reports, annual reports, authorizations, etc.	Executive Offices	T + 3	0	4		FIPPA; Ontario Arbitration Act; Ontario Limitations Act; Ontario Employment Standards Code; Human Rights Act; GBC Policies
HR012	Professional Development Records related to professional development training programs available to employees. Includes: Training brochures, manuals, reimbursement records, etc.	Human Resources Executive Offices	C + 3	0	4		Limitations Act; FIPPA; AODA; GBC Policies

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HR013	Conferences, Seminars, Workshops Records related to conferences, seminars and workshops attended by employees. Includes: Brochures, conference materials, membership lists, etc.	Human Resources Executive Offices	C + 3	0	4		Limitations Act; FIPPA; AODA; GBC Policies
HR014	Salary Administration Records related to the administration of employee salary issues. Includes: Salary negotiation and salary ranges.	Human Resources Executive Offices	C + 3	0	4		Ontario Arbitration Act; Ontario Employment Standards Code; FIPPA; Limitations Act; GBC Policies
HR015	Compensation Records related to compensation packages for employees.	Human Resources	C + 3	0	4		Ontario Arbitration Act; Ontario Employment Standards Code; FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; GBC Policies
HR016	Rates of Pay Records related to the pay rates for employees. Includes: Incumbency pay.	Human Resources Executive Offices	C + 3	0	4		Ontario Arbitration Act; Ontario Employment Standards Code; FIPPA; Limitations Act; GBC Policies

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HR017	Salary Surveys & Studies Records related to surveys and studies done on salaries and benefits for employees.	Human Resources	T + 3	0	4	T = Completion of survey	Limitations Act; GBC Policies
HR018	Pay Supplements Records related to the development of supplemental payroll payment programs. Includes: Honouraria, incentive pay, overtime, etc.	Human Resources	S + 3	4	7		Ontario Limitations Act; Canada Income Tax Act
HR019	Payroll Records related to the administration of payroll, pension, and benefits for all GBC employees. Includes: Payroll source documents, hire documents, termination documents, banking forms, payroll cheque acquisitions, contracts, etc.	Financial Services	T + 1	6	7	T = Termination of employment	Ontario Arbitration Act; Ontario Employment Standards Code; FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; GBC Policies

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HR020	Payroll Deductions & Remittances Records related to authorization and justification for payroll deductions and payments. Includes: Direct transfer payroll deposits, etc.	Financial Services	C + 1	6	7		Ontario Arbitration Act; FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; GBC Policies
HR021	Pension Plan Records related to administering pension plans. Includes: Premium statements and reports, retirement plan remunerations, etc.	Human Resources	T + 1	49	50	T = Termination of employment	FIPPA; Limitations Act; Ontario Employment Pension Plans Act(?); Canada Income Tax Act; Canada Pension Plan Act; GBC Policies
HR022	Timesheets Records related to documenting the hours worked by employees.	Human Resources	C + 1	6	7		Ontario Arbitration Act; FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; GBC Policies
HR023	T4 Slips Records and statements related to remuneration paid to each employee, with information relating to deductions for income tax purposes.	Financial Services	C + 1	6	7		Ontario Arbitration Act; FIPPA; Limitations Act; Ontario Personal Income Tax Act; Canada Income Tax Act; GBC Policies

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HR024	Position Descriptions Records related to the position descriptions for all employees.	Human Resources	C + 1	3	4		Limitations Act; FIPPA; AODA; GBC Policies
HR025	Position Classification Records related to the process of classifying and/or reclassifying positions, and classification audits. Includes: Classification standards, challenges, etc.	Human Resources	C + 1	P	P		Limitations Act; FIPPA; AODA; GBC Policies
HR026	Position Establishment & Abolishment Records related to the establishment and abolishment of positions, and personnel statistics. Includes: Requests and approvals, personnel status reports, etc.	Human Resources	C + 1	P	P		Limitations Act; FIPPA; AODA; GBC Policies

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HR027	Performance Evaluations Records related to the administration of the work performance evaluation process of employees. Notes: Official employee records are maintained by HRES; unofficial working files may be kept by Various Departments.	Human Resources	C + 1	49	50		Ontario Arbitration Act; Ontario Employment Standards Code; FIPPA; Limitations Act; Ontario Human Rights Act; AODA; GBC Policies
		Various Departments	S	0	S		
HR028	Insured Benefits Records related to the insured benefit plans and components thereof offered to employees. Includes: Ontario Health, extended health care, dental care, life insurance, etc.	Human Resources	C + 1	49	50		Ontario Arbitration Act; FIPPA; Limitations Act; Ontario Pension Plan Act; Canada Income Tax Act; GBC Policies
HR029	Retirement & Death Benefits Records related to retirement plans.	Human Resources	C + 1	49	50		Ontario Arbitration Act; FIPPA; Limitations Act; Ontario Pension Plan Act; Canada Income Tax Act; GBC Policies

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HR030	Leaves Records related to various types of leave entitlements, and reports on employee absences. Includes: Educational leave, leave of absence, maternity leave, sick leave, etc.	Human Resources	C + 1	49	50		Ontario Arbitration Act; FIPPA; Limitations Act; Ontario Pension Plan Act; Canada Income Tax Act; GBC Policies
HR031	Professional Releases and Education Records related to release time for employees for professional reasons. Includes: Sabbatical leaves, etc.	Human Resources Executive Offices	C + 1 S	49 0	50 S		Ontario Arbitration Act; FIPPA; Limitations Act; Ontario Pension Plan Act; Canada Income Tax Act; GBC Policies
HR032	Vacations Records related to the administration of employee vacation leave.	Human Resources Various Departments	C + 1 S	49 0	50 S		Ontario Arbitration Act; FIPPA; Limitations Act; Ontario Pension Plan Act; Canada Income Tax Act; GBC Policies
HR033	Conflict of Interest Records related to conflict of interest issues.	Human Resources	C + 1	49	50	Records may be retained permanently by GBC Archives; consult Archives.	Ontario Arbitration Act; FIPPA; Limitations Act; Ontario Employment Standards Code; Ontario Human Rights Act; Canada Labour Code; GBC Policies

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IA: INSTITUTIONAL ANALYSIS

Records related to the analysis and assessment of student demographics, academic disciplines, departments, institutional performance, and trends/issues impacting institutional performance.

Record Code	Record Series & Scope Notes	Office of Record (Creating Office?)	Active Retention	Inactive Retention	Total Retention	Comments	Acts & Regulations (Government & GBC Policies)
IA000	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.	
IA001	Institutional Analysis - 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
IA002	Corporate Information - Students Records and reports related to the operations of GBC. Includes: Baseline and source data and analyses pertaining to students, graduate follow-up surveys, etc.	Various Departments	T + 1	P	P	T = Completion of project	FIPPA; Limitations Act; GBC Policies

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IA003	Corporate Information - Staff Records and reports related to the operations of GBC. Includes: Baseline and source data and analyses pertaining to staffing, etc.	Various Departments	T + 1	P	P	T = Completion of project	FIPPA; Limitations Act; GBC Policies
IA004	Corporate Information - Academic Records and reports related to the operations of GBC. Includes: Baseline and source data and analyses pertaining to curriculum offerings, etc.	Various Departments	T + 1	P	P	T = Completion of project	FIPPA; Limitations Act; GBC Policies
IA005	Corporate Information - Finance Records and reports related to the operations of GBC. Includes: Baseline and source data and analyses pertaining to financial matters, etc.	Various Departments	T + 1	P	P	T = Completion of project	FIPPA; Limitations Act; GBC Policies

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IA006	Corporate Information - Space Records and reports related to the operations of GBC. Includes: Baseline and source data and analyses pertaining to space, etc.	Various Departments	T + 1	P	P	T = Completion of project	FIPPA; Limitations Act; GBC Policies; AODA
IA007	Environmental Scanning - Economy Records related to economic environmental trends and developments impacting institutional performance.	Various Departments	T + 1	P	P	T = Completion of project	FIPPA; Limitations Act; GBC Policies
IA008	Environmental Scanning - Demography Records related to demographic environmental trends and developments impacting institutional performance.	Various Departments	T + 1	P	P	T = Completion of project	FIPPA; Limitations Act; GBC Policies
IA009	Environmental Scanning - Education Records related to educational environmental trends and developments impacting institutional performance.	Various Departments	T + 1	P	P	T = Completion of project	FIPPA; Limitations Act; GBC Policies

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IA010	Environmental Scanning - Technology Records related to technological environmental trends and developments impacting institutional performance.	Various Departments	T + 1	P	P	T = Completion of project	FIPPA; Limitations Act; GBC Policies
IA011	Environmental Scanning - Miscellaneous Records related to environmental trends and developments that impact institutional performance, for which no suitable classification code exists.	Various Departments	T + 1	P	P	T = Completion of project	FIPPA; Limitations Act; GBC Policies
IA012	Institutional Evaluation & Assessment Processes Records related to models and methods of assessment of institutional performance. Includes: Evaluation processes, external assessment models, etc.	Various Departments	T + 1	P	P	T = Completion of project	FIPPA; Limitations Act; GBC Policies; AODA

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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	<p>Policy & Procedures</p> <p>Records related to the current policies and procedures for carrying out institutional research and planning.</p>	Any / All	S		S	For Policy Development see GO019.	
IT001	<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; AODA
IT002	<p>Communication Systems</p> <p>Records related to the product evaluation, selection and acquisition of GBC communication systems.</p>	Information Technology Services (ITS)	C + 1	6	7		FIPPA; Limitations Act; GBC Policies; AODA

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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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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

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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

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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

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

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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

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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

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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

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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

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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

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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

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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

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<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>

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

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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
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ME: MATERIALS & EQUIPMENT

Records related to the procurement of services and material, leasing and/or renting, maintenance and repair, and ultimate retirement or disposal of materials, furniture, equipment, and supplies.

Record Code	Record Series & Scope Notes	Office of Record (Creating Office?)	Active Retention	Inactive Retention	Total Retention	Comments	Acts & Regulations (Government & GBC Policies)
ME000	Policy & Procedures Records related to the current policies and procedures for managing services, materials and equipment.	Any / All	S		S	For Policy Development see GO019.	
ME001	Materials & Equipment - 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
ME002	Inventories Records related to inventories of all material, equipment, furniture, fixtures and supplies.	Facilities Management Various Departments	S + 1		S + 1		FIPPA; Limitations Act; GBC Policies

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ME003	Product & Service Catalogues Records related to the description and pricing of vendor services, material, equipment, furniture, fixtures and supplies.	Facilities Management Various Departments	S + 1		S + 1		FIPPA; Limitations Act; GBC Policies
ME004	Material Specifications Records related to the internal and external specifications of all material and equipment.	Facilities Management Various Departments	T + 1	0	2	T = Cease use of material.	FIPPA; Limitations Act; GBC Policies; AODA
ME005	Tenders & Proposals Records related to the tendering or bidding process preceding the issuance of a purchase or service order contract. Includes: Invitations to tender, advertising of tenders, request for proposals (RFPs), tenders or quotations from bidders, evaluation and awarding of tenders, supporting documentation, etc.	Facilities Management Various Departments	T + 1	6	7	T = Award contract. Reclassify successful tenders under appropriate contract or agreement. T + 1 = Unsuccessful tenders.	FIPPA; Limitations Act; GBC Policies; Canada Income Tax Act; AODA

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ME006	Maintenance & Repairs - General Records related to the maintenance of GBC owned and leased material, office equipment, grounds equipment, furniture, fixtures and supplies.	Facilities Management	T + 1	0	2	T = Cease use of item.	FIPPA; Limitations Act; GBC Policies; Canada Labour Code; AODA
ME007	Maintenance & Repairs - Computers Records related to the maintenance of GBC owned and leased computer equipment.	ITS	T + 1	0	2	T = Cease use of item.	FIPPA; Limitations Act; GBC Policies; AODA
ME008	Maintenance & Repairs - Communications Records related to the maintenance of GBC owned and leased communication equipment.	ITS	T + 1	0	2	T = Cease use of item.	FIPPA; Limitations Act; GBC Policies; AODA
ME009	Surplus Records related to surplus materials, equipment, furniture and fixtures.	Facilities Management Various Departments	T + 1	6	7	T = Sale of final disposal of item.	FIPPA; Limitations Act; GBC Policies; AODA

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ME010	Disposals & Retirements Records related to the retirement or disposal of scrap or obsolete materials, equipment, furniture, fixtures and supplies. Includes: Authorizations to withdraw items from service, property removal notices, salvage and removal costs, inventory of items for retirement or disposal, retirement schedules, etc.	Facilities Management	T + 1	0	2	T = Sale or final disposal of item.	FIPPA; Limitations Act; GBC Policies; AODA
ME011	Loss & Damage Records related to loss and/or damage of materials and equipment. Notes: For insurance policies see LR013. For insurance claims see LR014.	Facilities Management Various Departments	T + 1	0	2	T = Sale or final disposal of item.	FIPPA; Limitations Act; GBC Policies

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ME012	Purchasing - Products Records related to the purchase of material, equipment, furniture, fixtures and supplies. Includes: Authorization to purchase, purchase requisitions, purchase orders and amendments.	Financial Services (Purchasing)	T + 1	6	7	T = Purchase of item.	FIPPA; Limitations Act; GBC Policies; Canada Income Tax Act; AODA
ME013	Blanket Purchasing - Products Records related to the purchase of material, equipment, furniture, fixtures and supplies against blanket and/or standing purchase orders. Includes: Authorization to purchase, purchase requisitions, purchase orders and amendments.	Financial Services (Purchasing)	T + 1	6	7	T = Expiry of blanket order.	FIPPA; Limitations Act; GBC Policies; Canada Income Tax Act; AODA
ME014	Purchasing - Services Records related to the provision of services against a service order. Includes: Authorization for service, requisitions, service orders and amendments.	Financial Services (Purchasing)	T + 1	6	7	T = Completion of service.	FIPPA; Limitations Act; GBC Policies; Canada Income Tax Act; AODA

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ME015	Fleet Records Records related to GBC owned or leased vehicles. Includes: Registration, certificates of ownership, maintenance & repair, mileage summaries, etc. Notes: For contracts and leases see LR028.	Executive Offices	T + 1	6	7	T = Expiry of lease.	FIPPA; Limitations Act; GBC Policies
ME016	Vending Equipment Records related to vending equipment on GBC premises.	Various Departments	T + 1	6	7	T = Expiry of lease.	FIPPA; Limitations Act; GBC Policies; AODA

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PR: PUBLIC RELATIONS

Records related to GBC's efforts in building positive relations with the public, developing fund raising campaigns, marketing, advertising, and advancement of GBC and its programs.

Record Code	Record Series & Scope Notes	Office of Record (Creating Office?)	Active Retention	Inactive Retention	Total Retention	Comments	Acts & Regulations (Government & GBC Policies)
PR000	<p>Policy & Procedures</p> <p>Records related to the current policies and procedures pertaining to public relations, advertising and marketing of GBC programs and services.</p>	Any / All	S		S	For Policy Development see GO019.	
PR001	<p>Public Relations - 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

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PR002	GBC Foundation Records related to the administration of the GBC Foundation. Notes: For campaigns and canvassing see PR005. For accounts receivable see FI003. For donors see FI036.	Foundation	S + 1	P	P		FIPPA; Limitations Act; GBC Policies; AODA
PR003	GBC Alumni Records related to the administration of Alumni Relations. Includes: Meetings, funding, volunteers, event registrations, and mailing lists.	Alumni Relations Various Departments	S + 1	P	P		FIPPA; Limitations Act; GBC Policies; AODA
PR004	Advertising & Marketing Records related to the advertising and marketing of GBC, its programs and activities. Includes: Directories, information notices, media advertising, multi-media resources, etc.	Marketing & Communications Various Departments	C + 1	P	P		FIPPA; Limitations Act; GBC Policies; AODA

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PR005	Campaigns & Canvassing Records related to campaigns and drives supported by GBC. Includes: Directories, information notices, media advertising, multi-media resources, etc.	Marketing & Communications Various Departments	C + 1	6	7	Some records may be retained permanently by GBC Archives; contact Archives.	FIPPA; Limitations Act; GBC Policies; AODA
PR006	Special Events Records related to the planning, organizing, and conducting of special events and activities sponsored by or participated in by GBC. Includes: Employee, student and community events, expositions, open houses, career fairs, etc.	Various Departments	C + 1	6	7	Some records may be retained permanently by GBC Archives; contact Archives.	FIPPA; Limitations Act; GBC Policies; AODA
PR007	Public Relations Records related to GBC's participation in events and activities in order to build positive relations with the community at large.	Marketing & Communications Various Departments	C + 1	6	7	Some records may be retained permanently by GBC Archives; contact Archives.	FIPPA; Limitations Act; GBC Policies; AODA

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PR008	Marketing Collateral Records related to the design, development, and maintenance of marketing collateral relating to GBC. Includes: GBC logo, GBC Huskies logo, signage, etc.	Marketing & Communications Various Departments	C + 1	6	7	Some records may be retained permanently by GBC Archives; contact Archives.	FIPPA; Limitations Act; GBC Policies; AODA
PR009	Publications - Internal Records related to the various publications published by GBC. Includes: GBC calendar, employee publications, etc.	Marketing & Communications Various Departments	C + 1	P	P		FIPPA; Limitations Act; GBC Policies; AODA
PR010	Publications - External Records related to the various publications published externally for the use of GBC employees and students. Includes: Government issued publications, professional organization publications.	Various Departments	C + 1		2.00	Some records may be retained permanently by GBC Archives; contact Archives.	FIPPA; Limitations Act; GBC Policies; AODA

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PR011	Media & Publicity Records related to the publicity of GBC through all types of media. Includes: News releases, advertising, etc.	Marketing & Communications Various Departments	C + 1	P	P		FIPPA; Limitations Act; Canada Copyright Act; Canada Trademarks Act GBC Policies
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SA: STUDENT AFFAIRS

Records related to student affairs from application to graduation.

Record Code	Record Series & Scope Notes	Office of Record (Creating Office?)	Active Retention	Inactive Retention	Total Retention	Comments	Acts & Regulations (Government & GBC Policies)
SA000	Policy & Procedures Records related to the current policies and procedures for the provision of academic services.	Any / All	S		S	For Policy Development see GO019.	
SA001	Student Affairs - 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; Post-secondary Education Choice and Excellence Act; GBC Policies
SA002	Academic Schedule Records related to GBC academic schedules and timetables.	Registrar's Office	C + 1	0	2	Some records may be retained by GBC Archives; contact Archives with questions.	FIPPA; Limitations Act; Post-secondary Education Choice and Excellence Act; GBC Policies; AODA

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SA003	Class Schedule Records related to GBC's schedule of individual classes. Includes: Course deletions, additions, etc.	Registrar's Office	C + 1	0	2	Some records may be retained by GBC Archives; contact Archives with questions.	FIPPA; Limitations Act; Post-secondary Education Choice and Excellence Act; GBC Policies; AODA
SA004	Student Admissions Records related to full and part-time students. Includes: Admission testing, English language proficiency, conditional acceptance, etc.	Registrar's Office	C + 1	54	55		FIPPA; Limitations Act; Post-secondary Education Choice and Excellence Act; GBC Policies; AODA
SA005	Academic Advising Records related to the provision of counselling services to students regarding admissions.	Academic Services & Student Affairs Registrar's Office	C + 1	54	55		FIPPA; Limitations Act; Post-secondary Education Choice and Excellence Act; GBC Policies; AODA

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SA006	<p>Transfer Credit & Prior Learning</p> <p>Records related to the recognition of degrees, diplomas, and/or applicable course work completed at other institutions.</p> <p>Includes: Transcripts, course and/or program information, testing scores, etc.</p>	Registrar's Office	C + 1	54	55		FIPPA; Limitations Act; Post-secondary Education Choice and Excellence Act; GBC Policies; AODA
SA007	<p>Student Registrations</p> <p>Records related to the process of registration or withdrawal of students from GBC courses/programs.</p> <p>Includes: Registrations of all types, late registrations, wait list, foreign student registrations, drop and add courses, etc.</p>	Registrar's Office	C + 1	54	55		FIPPA; Limitations Act; Post-secondary Education Choice and Excellence Act; GBC Policies; AODA

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SA008	Enrolment Management Records related to the management of student enrolment. Includes: Enrolment planning and management, minimum class size, student attrition and retention, program targets, etc.	Executive Offices Registrar's Office	C + 1	P	P		FIPPA; Limitations Act; Post-secondary Education Choice and Excellence Act; GBC Policies; AODA
SA009	Student Orientations Records related to the orientation of new GBC students.	Various Departments	C + 1		2		FIPPA; Limitations Act; Post-secondary Education Choice and Excellence Act; GBC Policies; AODA
SA010	Student Records Records related to the complete history of individual students' interaction with GBC. Includes: Academic appeals, withdrawals, applications, exception correspondence, change of grade, transcripts, transfer credits, grades, etc. Note: some departments will create individual student records due to cooperative education evaluations.	Registrar's Office Various Departments	T + 1	54	55	T = Last interaction with student.	FIPPA; Limitations Act; Post-secondary Education Choice and Excellence Act; GBC Policies; AODA

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SA011	Non-Academic Misconduct Records related to misconduct of students of a non-academic nature. Includes: Incident reports, correspondence, behaviour which is unlawful, etc.	Registrar's Office	T + 1	P	P	T = Issue resolved.	FIPPA; Limitations Act; Post-secondary Education Choice and Excellence Act; GBC Policies; AODA
		Various Departments	T + 1	0	2		
SA012	Student Appeals & Grievances Records related to complaints, grievances and/or appeal committee hearings, resolution of appeal and/or grievance involving academic matters. Includes: Complaints related to academic standing, grades, admissions, enrolment, registration, programs and/or courses, instructors, etc.	Registrar's Office	T + 1	P	P	T = Grievance resolved.	FIPPA; Limitations Act; Post-secondary Education Choice and Excellence Act; GBC Policies; AODA
		Various Departments	T + 1	0	2		

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SA013	Academic Status Records related to the assessment system, and student rights and responsibility. Includes: Grading system, Honour Rolls, grade changes, practicum grades, etc.	Registrar's Office	T + 1	P	P		FIPPA; Limitations Act; Post-secondary Education Choice and Excellence Act; GBC Policies; AODA
		Various Departments	T + 1	0	2		
SA014	Examinations Records related to the general scheduling and administration of examinations. Includes: Midterm and final examinations, etc.	Various Departments	S + 1 academic term	0	S + 1 academic term		FIPPA; Limitations Act; Post-secondary Education Choice and Excellence Act; GBC Policies; AODA
SA015	Convocations Records related to the administration of graduation and convocation ceremonies.	Executive Offices	T + 1	P	P		FIPPA; Limitations Act; Post-secondary Education Choice and Excellence Act; GBC Policies; AODA
		Various Departments					

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SA016	Financial Aid Records related to the award of scholarships, medals, prizes, and financial aid services to students. Includes: Scholarships, awards, bursaries, etc. Notes: For Student Awards Committee see GO007. For Student Awards and Financial Aid see FI039.	Executive Offices	T + 1	P	P		FIPPA; Limitations Act; Post-secondary Education Choice and Excellence Act; GBC Policies
SA017	Academic Counselling Records related to the provision of counselling services to students on educational matters.	Academic Services & Student Affairs	C + 1	12	13	T = Last date of counselling.	FIPPA; Limitations Act; Post-secondary Education Choice and Excellence Act; GBC Policies; AODA

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SA018	<p>Academic Disqualification</p> <p>Records related to the disqualification of students from further registration in courses due to any academic misconduct, or when their academic performance fails to meet GBC's minimum standards.</p> <p>Includes: Warnings, length of disqualification, etc.</p>	Registrar's Office	T + 1	P	P		FIPPA; Limitations Act; Post-secondary Education Choice and Excellence Act; GBC Policies
SA019	<p>Student Employment</p> <p>Records related to student employment programs and student work experience.</p> <p>Includes: Work term forms and contracts, employer evaluations, student feedback, disciplinary documents, etc.</p>	Human Resources	T + 1	49	50	T = Termination of employment.	FIPPA; Limitations Act; Occupational Health & Safety Act; Post-secondary Education Choice and Excellence Act; GBC Policies; AODA

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SA020	Student Activities Records related to GBC sponsored extra-curricular activities that are participated in by GBC students. Includes: GBC athletic events, teams, etc.	Various Departments	C + 1	6	7	Some records may be retained permanently by GBC Archives; contact Archives.	FIPPA; Limitations Act; Post-secondary Education Choice and Excellence Act; GBC Policies; AODA
SA021	Competitions & Festivals Records related to competitions, festivals, recitals, etc., sponsored and/or supported by GBC.	Various Departments	C + 1	6	7	Some records may be retained permanently by GBC Archives; contact Archives.	FIPPA; Limitations Act; Post-secondary Education Choice and Excellence Act; GBC Policies; AODA
SA022	Student Retention Records related to the administration of the student retention management process. Includes: Strategies, analysis, reports, etc.	Various Departments	C + 1	P	P		FIPPA; Limitations Act; Post-secondary Education Choice and Excellence Act; GBC Policies; AODA

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SA023	Student Recruitment & Marketing Records related to the administration of student recruitment and marketing activities. Includes: Strategies, marketing, communications, etc.	Marketing & Communications Various Departments	C + 1	P	P		FIPPA; Limitations Act; Post-secondary Education Choice and Excellence Act; GBC Policies; AODA
SA024	Accessibility Services Records related to the administration of accessibility services and the Accessibility for Ontarians Act (AODA). Includes: Health information, disability documentation, advising records, etc.	Human Resources Academic Services & Student Affairs Various Departments	C + 1	P	P	AODA records retained permanently. Disability counselling records retained for 13 years.	FIPPA; Limitations Act; Post-secondary Education Choice and Excellence Act; AODA; GBC Policies
			C + 1	12	13		

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<p>SA025</p>	<p>Student Residence Services</p> <p>Records related to the management of GBC student residences.</p> <p>Notes: For records related to the renovation, expansion, and operation of GBC residences see BP008.</p> <p>For records related to incident reports, eviction notices, etc., see SA037.</p>	<p>Various Departments</p>	<p>C + 1</p>	<p>6</p>	<p>7</p>		<p>FIPPA; Limitations Act; AODA; GBC Policies</p>
<p>SA026</p>	<p>Clinics - Client Files</p> <p>Records related to the operation of GBC clinics dealing with clients and/or patients.</p> <p>Includes: Waiver forms, health history records, assessment tests and results, all medical documentation from other health care professionals, client contact information, etc.</p>	<p>Faculty of Community Services & Health Sciences</p>	<p>T + 1</p>	<p>14</p>	<p>15</p>	<p>T = Last contact with adult client (18 years old).</p>	<p>FIPPA; Health Information Act; Health Information Regulations; Regulated Health Professions Act; AODA; GBC Policies</p>

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SS: SUPPORT SERVICES

Records related to support services provided to the GBC community.

Record Code	Record Series & Scope Notes	Office of Record (Creating Office?)	Active Retention	Inactive Retention	Total Retention	Comments	Acts & Regulations (Government & GBC Policies)
SS000	Policy & Procedures Records related to the current policies and procedures for managing GBC support services.	Any / All	S		S	For Policy Development see GO019.	
SS001	Support Services - 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; Post-secondary Education Choice and Excellence Act; GBC Policies
SS002	Library Services Records related to the administration and/or use of GBC library facilities. Includes: Acquisitions, collection development, fines, subscriptions, etc.	Educational Resources	C + 1	6	7	Some records may be retained permanently by GBC Archives; contact Archives.	FIPPA; Limitations Act; Canada Copyright Act; GBC Policies; AODA

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SS003	Bookstore Services Records related to the administration and/or use of GBC bookstore facilities. Purchasing Includes: Records related to the purchase of learning material and general merchandise. Notes: Purchase orders and receiving submitted to Financial Services. Sales & Refunds Includes: Records such as receipts, journals, daily sales reconciliation, etc. Notes: Sales records submitted to Financial Services. Inventory Includes: Records related to taking physical inventory of bookstore merchandise. Notes: Final inventory submitted to Financial Services.	Financial Services	C + 1	6	7		FIPPA; Limitations Act; Canada Labour Code; GBC Policies; AODA
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SS004	Shipping & Receiving Records related to the administration of the shipping and receiving function. Includes: Shipment documentation, packing slips, receipt of delivery or shipping, etc.	Facilities Management	C + 1	6	7		FIPPA; Limitations Act; Canada Labour Code; GBC Policies; AODA
SS005	Health & Safety - General Records related to personnel, workplace and student safety within GBC facilities. Includes: WHMIS training and documentation, Workers Compensation Board, etc.	Human Resources	C + 1	6	7		FIPPA; Limitations Act; Employment Standards Code; Occupational Health and Safety Act; Canada Labour Code; GBC Policies; AODA
SS006	Health & Safety - Reporting Records related to studies and reports on Health and Safety matters. Includes: Annual and/or monthly safety reports, etc.	Human Resources	C + 1	6	7		FIPPA; Limitations Act; Employment Standards Code; Occupational Health and Safety Act; Canada Labour Code; GBC Policies; AODA

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SS007	Health & Safety - Incident Reporting Records related to occupational accidents, personal injury, etc. Includes: Investigations, statements, case files, etc.	Human Resources	T + 1	P	P	T = Occurrence of incident.	FIPPA; Limitations Act; Employment Standards Code; Occupational Health and Safety Act; Canada Labour Code; GBC Policies; AODA
SS008	Security Records related to the security of GBC facilities, employees and students. Includes: Emergency response plans, contingency plans, fire wardens, security cards and/or keys, surveillance video recordings, etc.	Public Safety & Security	C + 1	6	7		FIPPA; Limitations Act; GBC Policies; AODA

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