

COLLEGE RECORDS DIRECTORY as of March 2020

| Record Classification Number | Record Classification Title | Cost Centre | Format | Retention & Disposal Schedule | Department/Unit | Personal Information Bank | Date Created | Approval Date |
|------------------------------|--|-------------|-------------|--|------------------------|---------------------------|---------------|---------------|
| AD- | ADMINISTRATION | | | | | | | |
| AD-010 | POLICIES AND PROCEDURES | | | | | | Dec. 15, 2004 | Apr. 22, 2005 |
| AD-010-001 | Departmental Policies and Procedures | 0 | Paper | Destroy when revised or replaced | Common Records | | Dec. 15, 2004 | Apr. 22, 2005 |
| AD-100 | ADMINISTRATIVE REPORTING AND STATISTICAL ANALYSIS | | | | | | Dec. 15, 2004 | Apr. 22, 2005 |
| AD-100-001 | Administrative Reports and Statistics | 0 | Paper | Destroy when outdated | Common Records | | Dec. 15, 2004 | Apr. 22, 2005 |
| AD-110 | CORRESPONDENCE | | | | | | Dec. 15, 2004 | Apr. 22, 2005 |
| AD-110-002 | Letters of Appreciation, Complaint, Enquiry and Condolence | 0 | Paper | Destroy after 1 year in office | Common Records | | Dec. 15, 2004 | Apr. 22, 2005 |
| AD-120 | COMMITTEES | | | | | | Dec. 15, 2004 | Apr. 22, 2005 |
| AD-120-001 | Internal Committee Meeting Minutes, Agenda and Reports | 0 | Paper | Chair transfers committee records to College Archives after 5 years in office | Common Records | | Dec. 15, 2004 | Apr. 22, 2005 |
| AD-120-002 | Internal Committee Meeting Minutes, Agenda and Reports | 0 | Electronic | Retain online indefinitely | Common Records | | Dec. 15, 2004 | Apr. 22, 2005 |
| AD-120-003 | External Committee Meeting Minutes, Agenda and Reports | 0 | Paper | Destroy when reference use ended | Common Records | | Dec. 15, 2004 | Apr. 22, 2005 |
| AD-130 | CONFERENCES, SEMINARS AND SYMPOSIA | | | | | | Dec. 15, 2004 | Apr. 22, 2005 |
| AD-130-001 | Conference Reports and Proceedings | 0 | Paper | Destroy after 2 years in office | Common Records | | Dec. 15, 2004 | Apr. 22, 2005 |
| AD-130-002 | Conference Travel Arrangements and Expenses | 0 | Paper | Destroy after 2 years in office | Common Records | | Dec. 15, 2004 | Apr. 22, 2005 |
| AD-140 | DEPARTMENT MANAGEMENT | | | | | | Dec. 15, 2004 | Apr. 22, 2005 |
| AD-140-001 | Budget Plans and Reports - Departmental | 0 | Paper | Destroy after 2 years in office | Common Records | | Dec. 15, 2004 | Apr. 22, 2005 |
| AD-140-002 | Human Resources Files - Departmental | 0 | Paper | Destroy when employment ceases or employee transfers from department plus 1 year in office | Common Records | PIB | Dec. 15, 2004 | Apr. 22, 2005 |
| AD-140-004 | Operational and Strategic Plans and Reports - Departmental | 0 | Paper | Destroy when outdated | Common Records | | Dec. 15, 2004 | Apr. 22, 2005 |
| AD-140-005 | Purchase Requisitions and Invoices - Departmental | 0 | Paper | Destroy after 2 years in office | Common Records | | Dec. 15, 2004 | Apr. 22, 2005 |
| AD-150 | EVENTS, CEREMONIES AND CELEBRATIONS | | | | | | Dec. 15, 2004 | Apr. 22, 2005 |
| AD-150-001 | Events, Ceremonies and Celebrations - Plans | 0 | Paper | Destroy after event held plus 3 years in office | Common Records | | Dec. 15, 2004 | Apr. 22, 2005 |
| AD-150-002 | Events, Ceremonies and Celebrations - Final Commemorative Material | 0 | Multi-media | Transfer to College Archives after event held plus 3 years in office | Common Records | | Dec. 15, 2004 | Apr. 22, 2005 |
| AD-160 | EQUIPMENT USAGE | | | | | | Apr. 21, 2006 | May. 30, 2006 |
| AD-160-001 | Equipment Usage Reports | 64011 | Paper | Destroy when reference use ended | College Services | | Apr. 21, 2006 | May. 30, 2006 |
| AD-160-002 | Facsimile Transmittal Confirmation Form | 64011 | Paper | Destroy after 1 year in office | College Services | | Apr. 21, 2006 | May. 30, 2006 |
| AD-165 | EQUIPMENT MAINTENANCE AND REPAIR | | | | | | Apr. 21, 2006 | May. 30, 2006 |
| AD-165-001 | Equipment Maintenance and Repairs | 64011 | Paper | Destroy when equipment no longer used plus 2 years in office | College Services | | Apr. 21, 2006 | May. 30, 2006 |
| AD-165-002 | Asset Control and Inventory Report | 64011 | Paper | Destroy when reference use ended | College Services | | Apr. 21, 2006 | May. 30, 2006 |
| AD-165-003 | Telephone Directory Changes | 64011 | Paper | Destroy after 1 year in office | College Services | | Apr. 21, 2006 | May. 30, 2006 |
| AD-170 | SERVICE REQUISITION | | | | | | Apr. 21, 2006 | May. 30, 2006 |
| AD-170-001 | Print Shop Service Requisitions | 64011 | Paper | Destroy after 1 year in office | College Services | | Apr. 21, 2006 | May. 30, 2006 |
| AD-170-002 | Word Processing Services Log Book | 64011 | Paper | Destroy when log book filled | College Services | | Apr. 21, 2006 | May. 30, 2006 |
| AD-200 | INSTITUTIONAL RESEARCH | | | | | | Nov. 20, 2006 | Jan. 11, 2007 |
| AD-200-001 | Student Survey Reports | 6601 | Electronic | Delete after 5 years on-line | Institutional Research | | Nov. 20, 2006 | Jan. 11, 2007 |
| AD-200-002 | Course Registration Activity Reports | 6601 | Paper | Destroy after 5 years in office | Institutional Research | | Nov. 20, 2006 | Jan. 11, 2007 |

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| AD-200-003 | College Service Plan and Report | 6601 | Paper | Transfer to College Archives after 5 years in office | Institutional Research | | Nov. 20, 2006 | Jan. 11, 2007 |
| AD-200-004 | Student Enrolment Fact Sheets and Summary Reports | 6601 | Paper | Destroy after 5 years in office | Institutional Research | | Nov. 20, 2006 | Jan. 11, 2007 |
| AD-300 | INFORMATION / LOST AND FOUND SERVICES | | | | | | Sept. 28, 2004 | Jan. 5, 2005 |
| AD-300-001 | Information Enquiry Logs – Daily | 2201 | Paper | Destroy after 6 months in office | Information Kiosk | | Dec. 2, 2013 | Dec. 18, 2013 |
| AD-300-002 | Information Enquiry Statistics – Monthly | 2201 | Paper | Destroy after 3 years in office | Information Kiosk | | Dec. 2, 2013 | Dec. 18, 2013 |
| AD-300-003 | Information Enquiry Statistics – Year-end | 2201 | Paper | Destroy when reference use ended | Information Kiosk | | Dec. 2, 2013 | Dec. 18, 2013 |
| AD-300-004 | Lost and Found Logs | 2201 | Paper | Destroy after 18 months in office | Information Kiosk | | Dec. 2, 2013 | Dec. 18, 2013 |
| AD-320 | MEETINGS AND PRESENTATIONS | | | | | | Dec. 15, 2004 | Apr. 22, 2005 |
| AD-320-001 | Administrative Meeting Minutes and Agenda | 0 | Paper | Destroy after 2 years in office | Common Records | | Dec. 15, 2004 | Apr. 22, 2005 |
| AD-320-002 | Presentation Material | 0 | Paper | Transfer selected records to the College Archives when outdated | Common Records | | Dec. 15, 2004 | Apr. 22, 2005 |
| AD-320-003 | Presentation Material | 0 | Electronic | Delete when reference use ended | Common Records | | Sep. 19, 2017 | Sep. 19, 2017 |
| AD-340 | PROJECT MANAGEMENT | | | | Common Records | | Dec. 15, 2004 | Apr. 22, 2005 |
| AD-340-001 | Project Plans, Meeting Minutes and Status Reports | 0 | Paper | Destroy after project completed plus 5 years in office | Common Records | | Dec. 15, 2004 | Apr. 22, 2005 |
| AD-340-003 | Project Final Reports | 0 | Paper | Transfer to College Archives when project completed plus 5 years in office | Common Records | | Dec. 15, 2004 | Apr. 22, 2005 |
| AD-340-004 | Project Final Reports | 0 | Electronic | Delete when project completed plus 5 years online | Common Records | | Sep. 19, 2017 | Sep. 19, 2017 |
| AD-500 | REFERENCE AND LIAISON | | | | | | Dec. 15, 2004 | Apr. 22, 2005 |
| AD-500-001 | Reference and Liaison Material | 0 | Paper | Destroy when reference use ended | Common Records | | Sep. 19, 2017 | Sep. 19, 2017 |
| AD-700 | SECURITY – INCIDENT REPORTING | | | | | | Oct. 5, 2004 | Apr. 11, 2005 |
| AD-700-001 | Security Daily Shift Report | 6301 | Paper | Destroy after 1 week in office. Security company maintains its copy | Facilities/Security | | Oct. 5, 2004 | Apr. 11, 2005 |
| AD-700-002 | Security Incident Report | 6301 | Paper | Destroy after 7 years in office | Facilities/Security | | Oct. 5, 2004 | Apr. 11, 2005 |
| AD-700-003 | Security Incidents - Monthly Summary Report | 6301 | Paper | Destroy after 5 years in office and 10 years in storage | Facilities/Security | | Oct. 5, 2004 | Apr. 11, 2005 |
| AD-700-004 | Fire Alarms and Incidents Log Book | 6301 | Paper | Destroy when outdated | Facilities/Security | | Oct. 5, 2004 | Apr. 11, 2005 |
| AD-700-005 | Insecure Door Report | 6301 | Paper | Destroy after 1 year in office | Facilities/Security | | Oct. 5, 2004 | Apr. 11, 2005 |
| AD-700-006 | Non-Academic Misconduct Cases | 6301 | Paper | Destroy when reference use ended plus 1 year in office | Facilities/Security | PIB | Oct. 5, 2004 | Apr. 11, 2005 |
| AD-700-007 | Non-Standard Hours Incident Reports | 6301 | Paper | Destroy after 1 year in office | Facilities/Security | | Oct. 5, 2004 | Apr. 11, 2005 |
| AD-710 | SECURITY – PROPERTY ACCESS CONTROL | | | | | | Oct. 5, 2004 | Apr. 11, 2005 |
| AD-710-001 | Key and Access Logs | 6301 | Paper | Destroy after 1 year in office | Facilities/Security | | Oct. 5, 2004 | Apr. 11, 2005 |
| AD-710-002 | Master Key Register | 6301 | Paper | Destroy when outdated | Facilities/Security | | Oct. 5, 2004 | Apr. 11, 2005 |
| AD-710-003 | Access Card Issuance Form | 6301 | Paper | Destroy when outdated | Facilities/Security | | Feb. 16, 2005 | Apr. 11, 2005 |
| AD-710-004 | Access Card Usage Database | 6301 | Electronic | Delete 1 year after employment/contract ceases | Facilities/Security | PIB | Feb. 16, 2005 | Apr. 11, 2005 |
| AD-710-005 | Access Card Usage History Report | 6301 | Paper | Destroy when reference use ended | Facilities/Security | | Feb. 16, 2005 | Apr. 11, 2005 |
| AD-720 | SECURITY AND SAFETY - MONITORING | | | | | | Oct. 5, 2004 | Apr. 11, 2005 |
| AD-720-001 | Facility Inspection Reports - Non-WCB | 6301 | Paper | Destroy after 3 years in office | Facilities/Security | | Oct. 5, 2004 | Apr. 11, 2005 |
| AD-720-002 | Persons of Interest - No Go Bulletins | 6301 | Paper | Destroy when reference use ended plus 1 year in office | Facilities/Security | | Oct. 5, 2004 | Apr. 11, 2005 |
| AD-720-003 | WCB Site Inspection Report | 6301 | Paper | Destroy when reference use ended | Facilities/Security | | Oct. 5, 2004 | Apr. 11, 2005 |
| AD-730 | SECURITY AND SAFETY - PLANNING | | | | | | Oct. 5, 2004 | Apr. 11, 2005 |
| AD-730-001 | Fire Safety Plan | 6301 | Paper | Destroy when outdated | Facilities | | Oct. 5, 2004 | Apr. 11, 2005 |
| CM- | COMMUNICATIONS AND PUBLIC INFORMATION | | | | | | | |

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| CM-100 | COLLEGE COMMUNICATIONS | | | | | | | |
| CM-100-001 | Internal Communication Products | 11091 | Paper | Transfer one copy/sample to College Archives after distributed | Communications and Marketing | | Jul. 10, 2007 | Sept. 2, 2009 |
| CM-100-002 | External Communication Products | 11091 | Paper | Transfer one copy/sample to College Archives after distributed | Communications and Marketing | | Jul. 10, 2007 | Sept. 2, 2009 |
| CM-100-003 | Communication Product Development Files | 11091 | Paper | Retain until reference use ended | Communications and Marketing | | Jul. 10, 2007 | Sept. 2, 2009 |
| CM-100-004 | Graphics Services Production Files | 11091 | Paper | Destroy after 3 years in office and 2 years in storage | Communications and Marketing | | Mar. 14, 2012 | Apr. 12, 2012 |
| CM-100-005 | Internal Communication Products - By the Way Newsletter | 64011 | Paper | Transfer to College Archives when reference use ended | College Services | | Apr. 21, 2006 | May. 30, 2006 |
| CM-100-006 | Studio 58 Theatre Productions - Promotional Materials | 4208 | Paper/Audio-Vis | Transfer to College Archives when reference use ended | Theatre Arts | | Feb. 27, 2009 | Mar. 18, 2009 |
| CM-100-007 | Graphics Services Production Log Books | 11091 | Paper | Destroy when reference use ended | Communications and Marketing | | Mar. 14, 2012 | Apr. 12, 2012 |
| | | | | | | | | |
| CM-200 | REQUESTS FOR RECORDS | | | | | | | |
| CM-200-001 | Record and Information Requests | 1134 | Paper | Destroy after request processed plus 3 years in office | Records Management & Privacy | | Sep. 19, 2017 | Sep. 19, 2017 |
| CM-200-002 | Request Acknowledgements and Responses | 1134 | Electronic | Delete when reference use ended | Records Management & Privacy | | Sep. 19, 2017 | Sep. 19, 2017 |
| | | | | | | | | |
| EX | DIRECTORSHIP AND EXECUTIVE | | | | | | | |
| | | | | | | | | |
| EX-200 | BOARD GOVERNANCE POLICIES, BYLAWS AND RESOLUTIONS | | | | | | Aug. 7, 2013 | Aug. 26, 2013 |
| EX-200-001 | Board Governance Policies, Bylaws, and Resolutions | 1102 | Paper | Retain in office indefinitely | Board of Governors | | Aug. 7, 2013 | Aug. 26, 2013 |
| | | | | | | | | |
| EX-210 | BOARD OF GOVERNORS - MEETINGS | | | | | | Aug. 7, 2013 | Aug. 26, 2013 |
| EX-210-001 | Board of Governors Meeting Minutes, Agenda, and Reports | 1102 | Paper | Retain in office indefinitely | Board of Governors | | Aug. 7, 2013 | Aug. 26, 2013 |
| EX-210-002 | Committees of the Board – Meeting Minutes, Agenda, and Reports | 1102 | Paper | Retain in office indefinitely | Board of Governors | | Aug. 7, 2013 | Aug. 26, 2013 |
| | | | | | | | | |
| EX-220 | BOARD OF GOVERNORS - MEMBERS | | | | | | Aug. 7, 2013 | Aug. 26, 2013 |
| EX-220-001 | Board of Governors Member Files | 1102 | Paper | Transfer to College Archives after term expires plus 10 years in office | Board of Governors | | Aug. 7, 2013 | Aug. 26, 2013 |
| | | | | | | | | |
| FI- | FINANCE | | | | | | | |
| | | | | | | | | |
| FI-100 | ACCOUNTING | | | | | | Dec. 15, 2004 | Mar. 3, 2005 |
| FI-100-001 | Finance System | 6201 | Electronic | Retain on-line indefinitely | Financial Services | | Dec. 15, 2004 | Mar. 3, 2005 |
| FI-100-002 | Cashier Reports | 6201 | Paper | Destroy after 2 years in office and 5 years in storage | Financial Services | | Dec. 15, 2004 | Mar. 3, 2005 |
| FI-100-003 | Accounts Payable | 6201 | Paper | Destroy after 2 years in office and 5 years in storage | Financial Services | | Dec. 15, 2004 | Mar. 3, 2005 |
| FI-100-004 | Accounts Receivable | 6201 | Paper | Destroy after 2 years in office and 5 years in storage | Financial Services | | Dec. 15, 2004 | Mar. 3, 2005 |
| FI-100-005 | Tuition Tax Receipts | 6201 | Paper | Destroy after 2 years in office and 5 years in storage | Financial Services | | Dec. 15, 2004 | Mar. 3, 2005 |
| FI-100-006 | IMS Accounting and Activity Reports | 2802 | Paper | Destroy after 3 years in office | Instructional Media Services | | TBD | |
| FI-100-007 | Daily Register Reports - Bookstore Stock | 2751 | Paper | Destroy after 2 years in office and 5 years in storage | Bookstore | | Mar. 29, 2007 | Apr. 12, 2007 |
| FI-100-008 | Web-based Book Order Pick Lists | 2751 | Paper | Destroy after 1 semester in office | Bookstore | | Sep. 27, 2017 | Sep. 28, 2017 |
| | | | | | | | | |
| FI-110 | GENERAL LEDGER CONTROL | | | | | | Dec. 15, 2004 | Mar. 3, 2005 |
| FI-110-001 | Journal Vouchers | 6201 | Paper | Destroy after 2 years in office and 5 years in storage | Financial Services | | Dec. 15, 2004 | Mar. 3, 2005 |
| FI-110-002 | Account Reconciliation - System Correction Notes | 6201 | Paper | Destroy after 2 years in office and 5 years in storage | Financial Services | | Dec. 15, 2004 | Mar. 3, 2005 |
| FI-110-003 | Non-sufficient Funds (NSF) Warnings - Budget Transfer Approvals | 6201 | Paper | Destroy after 2 years in office and 5 years in storage | Financial Services | | Dec. 15, 2004 | Mar. 3, 2005 |
| | | | | | | | | |
| FI-120 | CHEQUE AND BANK CONTROL | | | | | | | Mar. 3, 2005 |
| FI-120-001 | Cheques | 6201 | Paper | Destroy after 2 years in office and 5 years in storage | Financial Services | | Dec. 15, 2004 | Mar. 3, 2005 |
| FI-120-002 | Cheque Registers | 6201 | Paper | Destroy after 2 years in office and 5 years in storage | Financial Services | | Dec. 15, 2004 | Mar. 3, 2005 |
| FI-120-003 | Bank Accounts - Statements and Reconciliations | 6201 | Paper | Destroy after 2 years in office and 5 years in storage | Financial Services | | Dec. 15, 2004 | Mar. 3, 2005 |
| | | | | | | | | |
| FI-130 | PAYROLL ADMINISTRATION | | | | | | Dec. 15, 2004 | Mar. 3, 2005 |

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|-------------------------------------|--|--------------------|---------------|---|-------------------------------------|----------------------------------|---------------------|----------------------|
| FI-130-001 | Payroll Records - Active Employees | 6201 | Paper | Transfer to FI-130-002 when employment ceases | Financial Services | | Dec. 15, 2004 | Mar. 3, 2005 |
| FI-130-002 | Payroll Records - Former Employees | 6201 | Paper | Destroy after 1 year in office and 6 years in storage | Financial Services | | Dec. 15, 2004 | Mar. 3, 2005 |
| FI-130-003 | Bi-weekly Time Sheets | 6201 | Paper | Destroy after 2 years in office and 5 years in storage | Financial Services | | Dec. 15, 2004 | Mar. 3, 2005 |
| FI-130-004 | Payroll Registers | 6201 | Paper | Destroy after 2 years in office and 5 years in storage | Financial Services | | Dec. 15, 2004 | Mar. 3, 2005 |
| FI-130-005 | Tax Forms | 6201 | Magnetic Tape | Destroy tape after 7 years in office / Destroy paper after 2 years in office and 5 years in storage | Financial Services | | Dec. 15, 2004 | Mar. 3, 2005 |
| FI-130-006 | Pension Plan Reports | 6201 | Paper | Destroy after 2 years in office and 5 years in storage | Financial Services | | Dec. 15, 2004 | Mar. 3, 2005 |
| FI-130-007 | Records of Employment | 6201 | Paper | Destroy after 2 years in office and 5 years in storage | Financial Services | | Dec. 15, 2004 | Mar. 3, 2005 |
| FI-200 | COLLEGE INSURANCE - CLAIMS | | | | | | Nov. 18, 2004 | |
| FI-200-001 | College Insurance Claims Cases | 6101 | Paper | Destroy after claim settled plus 4 years in office | V-P Administration & Finance | | Sep. 24, 2013 | Mar. 4, 2014 |
| FI-210 | EXTERNAL AUDIT | | | | | | Jul. 13, 2005 | Dec. 1, 2005 |
| FI-210-001 | External Audit Reports | 6201 | Paper | Transfer to College Archives after 3 years in office | Financial Services | | Jul. 13, 2005 | Dec. 1, 2005 |
| FI-210-002 | Liaison with External Auditor | 6201 | Paper | Destroy after 3 years in office and 4 years in storage | Financial Services | | Jul. 13, 2005 | Dec. 1, 2005 |
| FI-210-003 | Audited Financial Statements | 6201 | Paper | Transfer to College Archives after 3 years in office | Financial Services | | Jul. 13, 2005 | Dec. 1, 2005 |
| FI-210-004 | Audited FTE Enrolment Report | 6202 | Paper | Transfer to College Archives after 3 years in office | Budget Analysis & Planning Services | | Jul. 13, 2005 | |
| FI-220 | BUDGET PLANNING AND MAINTENANCE | | | | | | May. 12, 2009 | Apr. 10, 2012 |
| FI-220-001 | Annual Budget Development | 6201 | Paper | Destroy after 3 years in office and 4 years in storage | Budget Analysis & Planning | | May. 12, 2009 | Apr. 10, 2012 |
| FI-220-002 | Capital Operating Budget and Plan – Working Papers | 6202 | Paper | Destroy after 3 years in office and 4 years in storage | Budget Analysis & Planning Services | | Jul. 13, 2005 | |
| FI-220-003 | Annual Operating Plan and Budget - Final | 6101 | Paper | Destroy after 3 years in office and 4 years in storage | Bursar | | Nov. 18, 2004 | |
| FI-230 | GOVERNMENT / NON-GOVERNMENT FUNDING | | | | | | Jul. 13, 2005 | Dec. 1, 2005 |
| FI-230-001 | Capital Projects - Certificates of Approval | 6201 | Paper | Transfer to College Archives after 3 years in office | Financial Services | | Jul. 13, 2005 | Dec. 1, 2005 |
| FI-230-002 | Matching Equipment Replacement Fund | 6201 | Paper | Destroy after 3 years in office and 4 years in storage | Financial Services | | Jul. 13, 2005 | Dec. 1, 2005 |
| FI-230-003 | Government / Non-Government Grants and Allowances | 6201 | Paper | Transfer to College Archives after 3 years in office | Financial Services | | Jul. 13, 2005 | Dec. 1, 2005 |
| FI-240 | FUNDING BY THE COLLEGE | | | | | | Nov. 18, 2004 | Dec. 1, 2005 |
| FI-240-001 | International Development Assistance Programs | 6101 | Paper | Destroy when program completed plus 5 years in office | Bursar | | Nov. 18, 2004 | |
| FI-240-002 | Professional Development Fund - Computer Purchases | 6201 | Paper | Destroy after 3 years in office | Financial Services | | Jul. 13, 2005 | Dec. 1, 2005 |
| FI-250 | FINANCIAL INFORMATION REPORTING | | | | | | Nov. 18, 2004 | |
| FI-250-001 | Financial Information Act Statements | 6201 | Paper | Transfer one copy to College Archives after distributed | Financial Services | | Jul. 13, 2005 | Dec. 1, 2005 |
| FI-250-002 | Student FTE Productivity Reports and Statistics | 6202 | Paper | Destroy after 3 years in office | Budget Analysis & Planning Services | | Jul. 13, 2005 | |
| FI-250-003 | Reports to Government | 6202 | Paper | Destroy after 3 years in office and 4 years in storage | Budget Analysis & Planning Services | | Jul. 13, 2005 | |
| FI-300 | LIBRARY RESOURCES - ACQUISITION | | | | | | Aug. 18, 2005 | Apr. 4, 2006 |
| FI-300-001 | Book and Serial Orders | 2902 | Paper | Destroy after 3 years in office | Langara Library | | Aug. 18, 2005 | Apr. 4, 2006 |
| FI-300-002 | Audio-Visual Media Orders | 2902 | Paper | Destroy when materials no longer used | Langara Library | | Aug. 18, 2005 | Apr. 4, 2006 |
| FI-300-003 | Credit Card Orders Pending Log | 2902 | Paper | Destroy when reference use ended | Langara Library | | Aug. 18, 2005 | Apr. 4, 2006 |
| FI-300-004 | Purchase Orders - Direct Serial Orders | 2902 | Paper | Destroy when serial no longer ordered plus 1 year in office | Langara Library | | Aug. 18, 2005 | Apr. 4, 2006 |
| FI-305 | LIBRARY RESOURCES - OVERDUE ACCOUNTS | | | | | | Dec. 14, 2005 | Apr. 4, 2006 |
| FI-305-001 | Overdue Library Accounts - Marks Withheld List | 2902 | Paper | Destroy after 4 months in office | Langara Library | | Dec. 14, 2005 | Apr. 4, 2006 |
| FP- | FACILITIES AND PURCHASING | | | | | | | |
| FP-100 | PURCHASING | | | | | | Oct. 5, 2004 | Apr. 11, 2005 |

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| FP-100-001 | Tenders and Quotations for Goods and Services | 6301 | Paper | Destroy after 4 years in office and 3 years in storage | Purchasing | | Oct. 5, 2004 | Apr. 11, 2005 |
| FP-100-002 | Purchase Orders | 6301 | Paper | Destroy after 4 years in office and 3 years in storage | Purchasing | | Oct. 5, 2004 | Apr. 11, 2005 |
| FP-100-004 | Textbook Requisitions | 2751 | Paper | Destroy after 9 months in office | Bookstore | | Feb. 10, 2006 | Oct. 5, 2006 |
| FP-100-005 | Purchase Orders - Bookstore Stock | 2751 | Paper | Destroy after 4 years in office and 3 years in storage | Bookstore | | Feb. 10, 2006 | Oct. 5, 2006 |
| FP-100-006 | Receiving Documents - Bookstore Stock | 6201 | Paper | Destroy after 3 years in office and 4 years in storage | Financial Services | | Aug. 7, 2006 | Sep. 12, 2006 |
| FP-100-007 | Purchase Orders - AEMAC Educational Resources | 111353 | Paper | Retain in office indefinitely | Library Contract Services | | Dec. 8, 2005 | Feb. 2, 2006 |
| | | | | | | | | |
| FP-110 | FACILITIES MANAGEMENT | | | | | | Oct. 5, 2004 | Apr. 11, 2005 |
| FP-110-001 | Facility Service Requests | 6301 | Paper | Destroy after 2 years in office | Facilities | | Oct. 5, 2004 | Apr. 11, 2005 |
| FP-110-002 | Facility Service Requests | 6301 | Electronic | Delete after 2 years on-line | Facilities | | Oct. 5, 2004 | Apr. 11, 2005 |
| FP-110-003 | Faculty Lounge Booking Requests | 6301 | Paper | Destroy when reference use ended | Facilities | | Oct. 5, 2004 | Apr. 11, 2005 |
| FP-110-004 | Building Services Event Coordination Requests | 6301 | Paper | Destroy when reference use ended | Facilities | | Oct. 5, 2004 | Apr. 11, 2005 |
| | | | | | | | | |
| FP-200 | BUILDING DESIGN AND CONSTRUCTION | | | | | | Oct. 5, 2004 | |
| FP-200-001 | Building Design and Construction Projects | 6301 | Paper | Transfer selected records to College Archives when project completed plus 5 years in office and 15 years in storage | Facilities | | Apr. 5, 2017 | Apr. 25, 2017 |
| | | | | | | | | |
| HR- | HUMAN RESOURCES | | | | | | | |
| | | | | | | | | |
| HR-100 | EMPLOYEE RECRUITMENT AND SELECTION | | | | | | Oct. 13, 2004 | Jul. 12, 2005 |
| HR-100-001 | Employee Recruitment - Active Competitions | 11061 | Electronic | Transfer to HR-100-002 when competition closed and selection made | Human Resources | | Oct. 13, 2004 | Jul. 12, 2005 |
| HR-100-002 | Employee Recruitment - Closed Competitions | 11061 | Electronic | Delete when candidate selected or competition cancelled plus 1 year on-line | Human Resources | | Oct. 13, 2004 | Jul. 12, 2005 |
| HR-100-003 | Employee Recruitment - Test Results | 11061 | Electronic | Delete after 1 year on-line | Human Resources | | Oct. 13, 2004 | Jul. 12, 2005 |
| HR-100-004 | Employee Selection Tools | 11061 | Electronic | Delete when reference use ended | Human Resources | | Oct. 13, 2004 | Jul. 12, 2005 |
| HR-100-005 | External Applications for Employment - Unsolicited | 11061 | Paper | Destroy after 1 year in office | Human Resources | | Oct. 13, 2004 | Jul. 12, 2005 |
| HR-100-006 | Faculty Recruitment Competitions | , 5101 & 2101 | Paper | Destroy when candidate selected or competition cancelled plus 2 years in storage | Deans' Offices | | Nov. 16, 2004 | Feb. 2, 2006 |
| HR-100-007 | Executive and Senior Administrators Recruitment Competitions | 1101 | Paper | Retain in office indefinitely | President and Executive | | Apr. 22, 2005 | |
| HR-100-008 | Employee Recruitment - Closed Competitions | 11061 | Paper | Destroy when candidate selected or competition cancelled plus 1 year in office and 1 year in storage | Human Resources | | Apr. 3, 2013 | Apr. 16, 2013 |
| | | | | | | | | |
| HR-200 | EMPLOYMENT ADMINISTRATION | | | | | | Oct. 13, 2004 | Jul. 12, 2005 |
| HR-200-001 | Human Resources System | 11061 | Electronic | Retain on-line indefinitely | Human Resources | PIB | Oct. 13, 2004 | Jul. 12, 2005 |
| HR-200-002 | Human Resources Records - Active Employees | 11061 | Paper | Transfer to HR-200-003 when employment ceases | Human Resources | | Oct. 13, 2004 | Jul. 12, 2005 |
| HR-200-003 | Human Resources Records - Former Employees | 11061 | Paper | Destroy after 1 year in office and 6 years in storage | Human Resources | | Oct. 13, 2004 | Jul. 12, 2005 |
| HR-200-004 | Continuing Studies - Active Contract Employees | 3101 | Paper | Transfer to HR-200-005 when employment ceases | Continuing Studies | PIB | Oct. 12, 2004 | Mar. 10, 2005 |
| HR-200-005 | Continuing Studies - Former Contract Employees | 3101 | Paper | Destroy after 2 years in office and 5 years in storage | Continuing Studies | PIB | Oct. 12, 2004 | Mar. 10, 2005 |
| HR-200-006 | Human Resources Records - Active Faculty | , 5101 & 2101 | Paper | Transfer to HR-200-007 when employment ceases | Deans' Offices | PIB | Nov. 16, 2004 | Feb. 2, 2006 |
| HR-200-007 | Human Resources Records - Former Faculty | , 5101 & 2101 | Paper | Destroy after 2 years in office | Deans' Offices | PIB | Nov. 16, 2004 | Feb. 2, 2006 |
| HR-200-008 | English Language Program Instructors | 1112 | Paper | Destroy when employment ceases plus 7 years in office | International Education | | Oct. 26, 2004 | Jul. 27, 2005 |
| HR-200-009 | Active and Former Employee Records | 11061 & 6201 | Digital Images | Delete when employment ceases plus 7 years online | Human Resources and Payroll | PIB | Apr. 3, 2013 | Jul. 19, 2013 |
| | | | | | | | | |
| HR-203 | EMPLOYMENT ADMINISTRATION - VOLUNTEERS | | | | | | Nov. 26, 2004 | Jan. 23, 2006 |
| HR-203-001 | Human Resources Records - Athletic Program Volunteers | 2701 | Paper | Destroy after volunteer activity ceases plus 7 years in office | Athletics and Intramurals | PIB | Nov. 26, 2004 | Jan. 23, 2006 |
| | | | | | | | | |
| HR-205 | EMPLOYMENT ADMINISTRATION - PROFESSIONAL DEVELOPMENT | | | | | | Nov. 16, 2004 | Feb. 2, 2006 |

COLLEGE RECORDS DIRECTORY as of March 2020

| Record Classification Number | Record Classification Title | Cost Centre | Format | Retention & Disposal Schedule | Department/Unit | Personal Information Bank | Date Created | Approval Date |
|------------------------------|--|-------------|------------|--|--------------------------------|---------------------------|---------------|---------------|
| HR-205-001 | Faculty Non-Instructional Duty Reports | 4101 & 5101 | Paper | Destroy after 5 years in office and 5 years in storage | Deans of Instruction | PIB | Jan. 27, 2006 | Feb. 2, 2006 |
| HR-300 | COMPENSATION, BENEFITS AND DEDUCTIONS | | | | | | Oct. 13, 2004 | Jul. 12, 2005 |
| HR-300-001 | Salary Schedules | 11061 | Paper | Retain in office indefinitely | Human Resources | | Oct. 13, 2004 | Jul. 12, 2005 |
| HR-300-002 | Group Insurance, Benefits, and Pension Plan Policies | 11061 | Paper | Transfer to College Archives when revised or replaced plus 2 years | Human Resources | | Oct. 13, 2004 | Jul. 12, 2005 |
| HR-400 | EMPLOYEE RELATIONS | | | | | | Oct. 18, 2004 | Jul. 12, 2005 |
| HR-400-001 | Collective Agreement and Terms of Employment Negotiations | 11061 | Paper | Transfer to College Archives after 2 subsequent rounds of negotiations completed | Human Resources | | Oct. 18, 2004 | Jul. 12, 2005 |
| HR-400-002 | Collective Agreements | 11061 | Paper | Transfer to College Archives after 2 subsequent rounds of negotiations completed | Human Resources | | Oct. 18, 2004 | Jul. 12, 2005 |
| HR-400-003 | Union/Management Consultation and Communication | 11061 | Paper | Transfer to College Archives when reference use ended | Human Resources | | Oct. 18, 2004 | Jul. 12, 2005 |
| HR-400-004 | Employee Grievances | 11061 | Paper | Transfer to College Archives when case closed plus 3 years in office | Human Resources | PIB | Oct. 18, 2004 | Jul. 12, 2005 |
| HR-400-005 | Employee Relations - Issues | 11061 | Paper | Transfer to College Archives when file closed plus 3 years in office | Human Resources | | Oct. 18, 2004 | Jul. 12, 2005 |
| HR-400-006 | Faculty Discipline / Instruction Concerns Cases | 5101 & 2101 | Paper | Destroy when case closed plus 2 years after date of last infraction | Deans' Offices | PIB | Nov. 24, 2004 | Feb. 2, 2006 |
| HR-450 | HUMAN RIGHTS ADMINISTRATION | | | | | | Oct. 13, 2004 | Jul. 25, 2005 |
| HR-450-001 | Human Rights Cases - Complaints Against Students | 1108 | Paper | Destroy 4 years after case closed if no new complaints received | Human Rights | PIB | Apr. 8, 2005 | Jul. 25, 2005 |
| HR-450-002 | Human Rights Cases - Complaints Against Employees | 1108 | Paper | Destroy up to 2 years after case closed if no new complaints received | Human Rights | PIB | Apr. 8, 2005 | Jul. 25, 2005 |
| HR-450-003 | Human Rights Issues - Consultations | 1108 | Paper | Destroy after 4 years in office | Human Rights | | Apr. 8, 2005 | Jul. 25, 2005 |
| HR-450-004 | Human Rights Issues - Management Consultations | 1108 | Paper | Destroy when reference use ended | Human Rights | | Apr. 8, 2005 | Jul. 25, 2005 |
| HR-500 | POSITION DEVELOPMENT AND EVALUATION | | | | | | Oct. 13, 2004 | Jul. 12, 2005 |
| HR-500-001 | Position Development and Evaluation Records | 11061 | Paper | Retain indefinitely in office | Human Resources | | Oct. 13, 2004 | Jul. 12, 2005 |
| HR-500-002 | Position Descriptions | 11061 | Electronic | Transfer to College Archives Directory when outdated | Human Resources | | Oct. 13, 2004 | Jul. 12, 2005 |
| HR-510 | OCCUPATIONAL HEALTH AND SAFETY | | | | | | Oct. 18, 2004 | Dec. 21, 2004 |
| HR-510-001 | First Aid Attendant Treatment Reports | 6305 | Paper | Destroy after 3 years in office | Occupational Health and Safety | | Oct. 18, 2004 | Dec. 21, 2004 |
| HR-510-002 | Accident Report - Monthly | 6305 | Paper | Destroy after 3 years in office | Occupational Health and Safety | | Oct. 18, 2004 | Dec. 21, 2004 |
| HR-510-003 | First Aid Attendant Calls – Annual Statistics | 6305 | Paper | Destroy after 3 years in office | Occupational Health and Safety | | Oct. 18, 2004 | Dec. 21, 2004 |
| HR-510-004 | Flu Immunization Recipients List | 6305 | Paper | Destroy after 1 year in office | Occupational Health and Safety | | Oct. 18, 2004 | Dec. 21, 2004 |
| LE- | LEGAL | | | | | | | |
| LE-100 | CONTRACT ADMINISTRATION | | | | | | Oct. 26, 2004 | |
| LE-100-001 | Service Contracts | 0 | Paper | Destroy when contract term expires plus 7 years in office | Common Record | | Dec. 15, 2004 | Apr. 22, 2005 |
| LE-100-003 | International Education Consultant Agency Contracts | 1112 | Paper | Destroy when contract term expires plus 7 years in office | International Education | | Oct. 26, 2004 | Jul. 27, 2005 |
| LE-100-004 | Short-term English Language Programs - International School and Agency Contracts | 1112 | Paper | Destroy when contract term expires plus 7 years in office | International Education | | Oct. 26, 2004 | Jul. 27, 2005 |
| LE-100-005 | Contractor Contracts - International Field School Programs | 6101 | Paper | Destroy when contract term expires and all extensions concluded | V-P Administration & Finance | | Sep. 24, 2013 | Mar. 4, 2014 |
| LE-100-006 | Room Rental Contracts | 6301 | Paper | Destroy when contract term expires plus 7 years in office | Facilities & Purchasing | | Feb. 8, 2005 | Apr. 11, 2005 |
| LE-100-007 | CAPER BC Library Services - Digital Audio Production Contracts | 11131 | Paper | Destroy when contract term expires plus 7 years in office | Library Contract Services | | Jan. 26, 2006 | Feb. 1, 2006 |
| LE-100-008 | CAPER BC Library Services - Digital Audio Productions | 11131 | Paper | Destroy when work completed plus 7 years in office | Library Contract Services | | Jun. 5, 2006 | Feb. 1, 2006 |
| LE-100-009 | Contracts and Agreements - Students | 6101 | Paper | Destroy when contract term expires plus 4 years in office | V-P Administration & Finance | | Sep. 24, 2013 | Mar. 4, 2014 |
| LE-100-010 | Indemnity Approvals | 6101 | Paper | Destroy when contract term expires plus 7 years in office | V-P Administration & Finance | | Sep. 24, 2013 | Mar. 4, 2014 |

COLLEGE RECORDS DIRECTORY as of March 2020

| Record Classification Number | Record Classification Title | Cost Centre | Format | Retention & Disposal Schedule | Department/Unit | Personal Information Bank | Date Created | Approval Date |
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| LE-100-011 | Indemnity Approvals - Blanket Approvals | 6101 | Paper | Destroy when contract term expires and all extensions concluded plus 7 years in office | V-P Administration & Finance | | Sep. 24, 2013 | Mar. 4, 2014 |
| LE-110 | CONTRACT ADMINISTRATION - EXTERNAL ORGANIZATIONS | | | | | | Sep. 24, 2013 | Mar. 4, 2014 |
| LE-110-001 | Contracts and Agreements - Government Organizations | 6101 | Paper | Transfer to College Archives when contract or agreement executed | V-P Administration & Finance | | Sep. 24, 2013 | Mar. 4, 2014 |
| LE-110-002 | Contracts and Agreements - Non-government Organizations | 6101 | Paper | Destroy when contract term expires and all extensions concluded | V-P Administration & Finance | | Sep. 24, 2013 | Mar. 4, 2014 |
| LE-120 | LEASES - REAL PROPERTY | | | | | | Sep. 24, 2013 | Mar. 4, 2014 |
| LE-120-001 | Real Property Leases | 6101 | Paper | Destroy when lease term expires and all extensions concluded plus 7 years in office | V-P Administration & Finance | | Sep. 24, 2013 | Mar. 4, 2014 |
| LE-130 | COPYRIGHT CLEARANCE | | | | | | Aug. 18, 2005 | Apr. 4, 2006 |
| LE-130-001 | Copyright Clearances - Courseware Materials | 2902 | Paper | Destroy after 5 years in office | Langara Library | | Aug. 18, 2005 | Apr. 4, 2006 |
| LE-130-002 | Copyright Clearances - Ongoing Use of Non-Courseware Materials | 2902 | Paper | Destroy when materials no longer used | Langara Library | | Aug. 18, 2005 | Apr. 4, 2006 |
| LE-130-003 | Copyright Clearances - One-Time Use of Non-Courseware Materials | 2902 | Paper | Destroy after 5 years in office | Langara Library | | Aug. 18, 2005 | Apr. 4, 2006 |
| LE-130-004 | Copyright Clearances - Publishers' Payments Cheque Log | 2902 | Paper | Destroy when reference use ended | Langara Library | | Aug. 18, 2005 | Apr. 4, 2006 |
| LE-140 | LIBRARY RESOURCES - LICENSING | | | | | | Aug. 18, 2005 | Apr. 4, 2006 |
| LE-140-001 | License Agreements - Audio-Visual Media and Electronic Resources | 2902 | Paper | Destroy when materials no longer used plus 7 years in office | Langara Library | | Aug. 18, 2005 | Apr. 4, 2006 |
| LE-140-002 | License Agreements - AEMAC Instructional Resources | 111353 | Paper | Retain in office indefinitely | Library Contract Services | | Dec. 8, 2005 | Feb. 1, 2006 |
| LE-200 | COLLEGE INSURANCE ADMINISTRATION | | | | | | Sep. 24, 2013 | Mar. 4, 2014 |
| LE-200-001 | College Insurance - Certificates of Insurance Coverage | 6101 | Paper | Destroy after 4 years in office | V-P Administration & Finance | | Sep. 24, 2013 | Mar. 4, 2014 |
| LE-200-002 | College Insurance - Incident Reports | 6101 | Paper | Destroy after 4 years in office | V-P Administration & Finance | | Sep. 24, 2013 | Mar. 4, 2014 |
| SI- | STUDENT INSTRUCTION | | | | | | | |
| SI-210 | PROGRAM, COURSE AND EXAMINATION ADMINISTRATION | | | | | | Sept. 8, 2004 | Feb. 2, 2006 |
| SI-210-001 | Course Outlines | 2201 | Paper | Transfer to College Archives after 5 years in office | Registrar and Enrolment Services | | Sept. 8, 2004 | Jan. 31, 2005 |
| SI-210-002 | Course Outlines | 2201 | Electronic | Transfer to College Archives Directory after 5 years in active directory | Registrar and Enrolment Services | | Sept. 8, 2004 | Jan. 31, 2005 |
| SI-210-003 | Course Schedules | 2201 | Paper | Destroy after 1 year in office | Registrar and Enrolment Services | | Sept. 8, 2004 | Jan. 31, 2005 |
| SI-210-004 | Course Schedules | 2201 | Electronic | Retain on-line indefinitely | Registrar and Enrolment Services | | Sept. 8, 2004 | Jan. 31, 2005 |
| SI-210-005 | Examination Schedules | 2201 | Paper | Destroy after 7 years in office (for records created prior to Summer 2010 session) | Registrar and Enrolment Services | | Sept. 8, 2004 | Jan. 31, 2005 |
| SI-210-006 | Examination Schedules | 2201 | Electronic | Retain on-line indefinitely | Registrar and Enrolment Services | | Sept. 8, 2004 | Jan. 31, 2005 |
| SI-210-007 | Regular Studies Calendar | 2201 | Paper | Transfer to College Archives after distributed | Registrar and Enrolment Services | | Sept. 8, 2004 | Jan. 31, 2005 |
| SI-210-008 | Regular Studies Calendar | 2201 | Electronic | Retain on-line indefinitely | Registrar and Enrolment Services | | Sept. 8, 2004 | Jan. 31, 2005 |
| SI-210-009 | Curriculum Content Change Proposals - Approved | 101 and 5101 | Paper | Transfer to College Archives after review completed plus 5 years in office | Deans of Instruction | | Jan. 27, 2006 | Feb. 2, 2006 |
| SI-210-010 | Casual Classroom Booking Request Logbook | 2201 | Paper | Destroy after 1 year in office | Registrar and Enrolment Services | | May. 7, 2010 | Aug. 19, 2011 |
| SI-210-011 | Application for Adjusted Examination Schedule | 2201 | Paper | Destroy after 1 semester in office | Registrar and Enrolment Services | | May. 7, 2010 | Aug. 19, 2011 |
| SI-220 | COURSE AND PROGRAM ADMINISTRATION- CONTINUING | | | | | | Oct. 12, 2004 | Mar. 10, 2005 |
| SI-220-001 | Continuing Studies Course Proposals | 3101 | Paper | Transfer to College Archives when review completed plus 2 years in office | Continuing Studies | | Oct. 12, 2004 | Mar. 10, 2005 |

COLLEGE RECORDS DIRECTORY as of March 2020

| Record Classification Number | Record Classification Title | Cost Centre | Format | Retention & Disposal Schedule | Department/Unit | Personal Information Bank | Date Created | Approval Date |
|------------------------------|---|-------------|-----------------|---|----------------------------------|---------------------------|---------------|---------------|
| SI-220-002 | Continuing Studies Certificate Program Proposals | 3101 | Paper | Transfer to College Archives when review completed plus 2 years in office | Continuing Studies | | Oct. 12, 2004 | Mar. 10, 2005 |
| SI-220-003 | Continuing Studies Course Outlines | 3101 | Paper | Transfer to College Archives when course cancelled or terminated | Continuing Studies | | Oct. 12, 2004 | Mar. 10, 2005 |
| SI-220-004 | Continuing Studies Course Alterations | 3101 | Paper | Destroy after 4 months in office | Continuing Studies | | Oct. 12, 2004 | Mar. 10, 2005 |
| SI-220-005 | Continuing Studies Catalogue | 3101 | Paper | Transfer to College Archives after distributed | Continuing Studies | | Oct. 12, 2004 | Mar. 10, 2005 |
| SI-220-006 | Continuing Studies Catalogue | 3101 | Electronic | Delete after 1 year (3 issues) on-line | Continuing Studies | | Oct. 12, 2004 | Mar. 10, 2005 |
| SI-220-007 | Continuing Studies Course Cancellations | 3101 | Paper | Destroy after 1 year in office and 6 years in storage | Continuing Studies | | Oct. 28, 2005 | Nov. 3, 2005 |
| SI-300 | STUDIO 58 THEATRE PRODUCTIONS | | | | | | Feb. 27, 2009 | Mar. 18, 2009 |
| SI-300-001 | Studio 58 Theatre Production Materials | 4208 | Paper/Audio-Vis | Transfer to College Archives when reference use ended | Theatre Arts | | Feb. 27, 2009 | Mar. 18, 2009 |
| SS- | STUDENT SERVICES | | | | | | | |
| SS-100 | STUDENT RECORDS ADMINISTRATION | | | | | | Sept. 8, 2004 | Jan. 31, 2005 |
| SS-100-001 | Student Record System | 2201 | Electronic | Retain on-line indefinitely | Registrar and Enrolment Services | PIB | May. 2, 2010 | Aug. 19, 2011 |
| SS-100-002 | Student Records | 2201 | Paper | Destroy after scanned and indexed plus 1 year in office | Registrar and Enrolment Services | PIB | May. 2, 2010 | Aug. 19, 2011 |
| SS-100-003 | Student Records | 2201 | Microfilm | Transfer selected records to College Archives after 5 years in office | Registrar and Enrolment Services | | May. 2, 2010 | Aug. 19, 2011 |
| SS-100-004 | Student Records- Did Not Register (DNR's) | 2201 | Paper | Destroy after 4 semesters in office | Registrar and Enrolment Services | PIB | Sept. 8, 2004 | Jan. 31, 2005 |
| SS-100-005 | Request for Confirmation of Enrolment | 2201 | Paper | Destroy after 1 year in office | Registrar and Enrolment Services | PIB | Sept. 8, 2004 | Jan. 31, 2005 |
| SS-100-006 | Course Changes, Late Registrations and Withdrawals | 2201 | Paper | Destroy after 1 year in office | Registrar and Enrolment Services | PIB | Sept. 8, 2004 | Jan. 31, 2005 |
| SS-100-007 | Request for Change of Student Information | 2201 | Paper | Destroy after 1 year in office | Registrar and Enrolment Services | | Sept. 8, 2004 | Jan. 31, 2005 |
| SS-100-008 | Graded Class Lists | 2201 | Paper | Transfer to College Archives after 5 years in office | Registrar and Enrolment Services | | Sept. 8, 2004 | Jan. 31, 2005 |
| SS-100-010 | Graduation Applications - Approved | 2201 | Paper | Destroy after 1 year in office (1966 - 1975 applications retained permanently) | Registrar and Enrolment Services | | Sept. 8, 2004 | Jan. 31, 2005 |
| SS-100-011 | Graduation Applications - Not Approved | 2201 | Paper | Destroy after 1 year in office | Registrar and Enrolment Services | | Sept. 8, 2004 | Jan. 31, 2005 |
| SS-100-012 | Request for Official Transcript | 2201 | Paper | Destroy after transcript issued plus 1 year in office | Registrar and Enrolment Services | PIB | Sept. 8, 2004 | Jan. 31, 2005 |
| SS-100-013 | Request for Official/Unofficial Transcript | 2201 | Electronic | Delete after transcript issued plus 1 year in on-line | Registrar and Enrolment Services | | Sept. 8, 2004 | Jan. 31, 2005 |
| SS-100-014 | Student Records | 2201 | Digital Images | Delete after date of last activity on the student record plus 5 years on-line | Registrar and Enrolment Services | PIB | May. 2, 2010 | Aug. 19, 2011 |
| SS-100-015 | Student Requests and Appeals | 2201 | Paper | Destroy after request/appeal process completed plus 1 year in office | Registrar and Enrolment Services | PIB | May. 2, 2010 | Aug. 19, 2011 |
| SS-101 | STUDENT INFORMATION - FACULTY REFERENCE | | | | | | Jan. 27, 2006 | Feb. 2, 2006 |
| SS-101-001 | Student Information Files - Faculty Reference | 4101 & 5101 | Paper | Destroy after date of last attendance plus 1 year in office | Deans of Instruction | PIB | Jan. 27, 2006 | Feb. 2, 2006 |
| SS-103 | STUDENT EVALUATION AND SELECTION | | | | | | Jan. 27, 2006 | Feb. 2, 2006 |
| SS-103-001 | Limited Enrolment Courses or Programs - Selected Students | 4101 & 5101 | Paper | Transfer to SS-101-001 Student Information Files - Faculty Reference after decision made | Deans of Instruction | | Jan. 27, 2006 | Feb. 2, 2006 |
| SS-103-002 | Limited Enrolment Courses or Programs - Unselected Students | 4101 & 5101 | Paper | Destroy after decision made plus 1 year in office | Deans of Instruction | | Jan. 27, 2006 | Feb. 2, 2006 |
| SS-105 | STUDENT EXAMINATION | | | | | | Jan. 27, 2006 | Feb. 2, 2006 |
| SS-105-001 | Student Final Examinations and Evaluations | 4101 & 5101 | Paper | Destroy after 1 year in office (Term faculty deposit final exams with their Dept. Chair who is responsible for retaining them for 1 year) | Deans of Instruction | | Jan. 27, 2006 | Feb. 2, 2006 |
| SS-105-002 | Student Final Examinations and Evaluations | 4101 & 5101 | Electronic | Delete after 1 year on-line (Term faculty deposit final exams with their Dept. Chair who is responsible for retaining them for 1 year) | Deans of Instruction | | Jan. 27, 2006 | Feb. 2, 2006 |
| SS-105-003 | Student Grade Appeal Cases | 4101 & 5101 | Paper | Destroy when appeal process completed plus 1 year in office | Deans of Instruction | PIB | Jan. 27, 2006 | Feb. 2, 2006 |
| SS-105-004 | Student Grade Appeal Cases - Dean's Review | 2101 | Paper | Destroy when appeal process completed plus 1 year in office | Dean of Student Services | PIB | Jan. 27, 2006 | Feb. 2, 2006 |
| SS-105-005 | Student Diagnostic and Placement Tests | 4101 & 5101 | Paper | Destroy after 1 year has elapsed and reference use ended. | Deans of Instruction | | Sept. 3, 2009 | Sept. 9, 2009 |

COLLEGE RECORDS DIRECTORY as of March 2020

| Record Classification Number | Record Classification Title | Cost Centre | Format | Retention & Disposal Schedule | Department/Unit | Personal Information Bank | Date Created | Approval Date |
|------------------------------|---|-------------|----------------|--|--|---------------------------|---------------|----------------|
| SS-107 | STUDENT MISCONDUCT | | | | | | Dec. 19, 2012 | Jan. 7, 2013 |
| SS-107-002 | Student Academic and Non-Academic Misconduct Cases | 2123 | Electronic | Delete after date of last activity on the case file plus 5 years on-line | Office of Student Conduct and Jud | PIB | Dec. 19, 2012 | Jan. 7, 2013 |
| SS-107-003 | Student Misconduct Cases - Conditional Re-admission | 2123 | Electronic | Delete after student meets re-admission conditions plus 5 years on-line | Office of Student Conduct and Jud | PIB | Jun. 27, 2018 | Jul. 9, 2018 |
| SS-107-004 | Student Misconduct Cases - Exceptional Circumstances | 2123 | Electronic | Delete after student meets re-admission conditions plus 5 years on-line | Office of Student Conduct and Jud | PIB | Jun. 27, 2018 | Jul. 9, 2018 |
| SS-108 | STUDENTS OF CONCERN | | | | | | Jun. 27, 2018 | Jul. 9, 2018 |
| SS-108-001 | Student of Concern Cases | 2123 | Electronic | Delete after date of last activity on the case file plus 5 years on-line | Office of Student Conduct and Jud | PIB | Jun. 27, 2018 | Jul. 9, 2018 |
| SS-108-002 | Involuntary Leave of Absence Committee Meeting Notes and Decisions | 2123 | Electronic | Delete after 5 years on-line | Office of Student Conduct and Judicial Affairs | | Jun. 27, 2018 | Jul. 9, 2018 |
| SS-110 | STUDENT RECORDS ADMINISTRATION- CONTINUING STUDIES | | | | | | Oct. 12, 2004 | Mar. 10, 2005 |
| SS-110-001 | Continuing Studies Student Records | 3101 | Paper | Destroy after 1 year in office | Continuing Studies | PIB | Oct. 12, 2004 | Mar. 10, 2005 |
| SS-110-002 | Student Record System - Continuing Studies Students | 3101 | Electronic | Retain on-line indefinitely | Continuing Studies | PIB | Oct. 12, 2004 | Mar. 10, 2005 |
| SS-110-003 | Continuing Studies Graded Class Lists | 3101 | Paper | Transfer to College Archives after 5 years in office | Continuing Studies | | Oct. 12, 2004 | Mar. 10, 2005 |
| SS-110-004 | Continuing Studies Class Attendance Lists | 3101 | Paper | Destroy after 1 year in office | Continuing Studies | | Oct. 12, 2004 | Mar. 10, 2005 |
| SS-110-005 | International Education Students - LEAP and STEP Applications | 3101 | Paper | Destroy after student's program start date plus 3 years in office | Continuing Studies | | Oct. 12, 2004 | Mar. 10, 2005 |
| SS-110-006 | Continuing Studies Student Withdrawal Forms | 3101 | Paper | Destroy after 1 year in office and 6 years in storage | Continuing Studies | | Oct. 12, 2004 | Mar. 10, 2005 |
| SS-110-007 | Self-Employment (EASE) Program Client Intakes | 3101 | Paper | Destroy after current year has elapsed plus 1 year in office and 3 years in storage | Continuing Studies | PIB | Mar. 19, 2010 | May. 3, 2010 |
| SS-110-008 | Employment Skills Access (ESA) Programs | 3101 | Paper | Destroy after current year has elapsed plus 1 year in office and 3 years in storage | Continuing Studies | | Mar. 10, 2015 | Mar. 11, 2015 |
| SS-112 | REGISTERED MESSAGE THERAPY STUDENT RECORDS ADMINISTRATION | | | | | | Feb. 21, 2020 | Mar. 10, 2020 |
| SS-112-001 | RMT Students - Did Not Register (DNR's) | CC-000022 | Paper | Destroy after 4 semesters in office | Continuing Studies | | Feb. 21, 2020 | Mar. 10, 2020 |
| SS-112-002 | RMT Students - Voluntary Withdrawals | CC-000022 | Paper | Destroy after 4 semesters in office | Continuing Studies | PIB | Feb. 21, 2020 | Mar. 10, 2020 |
| SS-112-003 | RMT Students - Involuntary Withdrawals | CC-000022 | Paper | Destroy after date of withdrawal plus 12 years in office | Continuing Studies | PIB | Feb. 21, 2020 | Mar. 10, 2020 |
| SS-112-004 | RMT Students - Graduates | CC-000022 | Paper | Destroy after student graduates plus 1 year in office and 10 years in storage | Continuing Studies | | Feb. 21, 2020 | Mar. 10, 2020 |
| SS-112-005 | RMT Students - Clinic Logbooks and Journals | CC-000022 | Paper | Destroy after semester ends plus 5 years in storage | Continuing Studies | | Feb. 21, 2020 | Mar. 10, 2020 |
| SS-115 | STUDENT CLINIC RECORDS ADMINISTRATION - CONTINUING STUDIES | | | | | | Sept. 3, 2015 | Sept. 10, 2015 |
| SS-115-001 | Student Clinics - Client Waivers and Consents | 3101 | Paper | Destroy after file inactive for 1 year plus 2 years in office and 2 years in storage | Continuing Studies | PIB | Sept. 3, 2015 | Sept. 10, 2015 |
| SS-115-002 | Student Clinics - Client Consent and Student Assessment and Treatment | 3101 | Paper | Destroy after date of last entry on the file plus 1 year in office and 15 years in storage | Continuing Studies | PIB | Aug. 22, 2017 | Aug. 31, 2017 |
| SS-120 | NURSING STUDENT RECORDS ADMINISTRATION | | | | | | Jul. 11, 2005 | Aug. 14, 2006 |
| SS-120-001 | Nursing Student Records | 4405 | Paper | Destroy after student graduates plus 1 year in office | Nursing | PIB | Jul. 11, 2005 | Aug. 14, 2006 |
| SS-120-002 | Nursing Students - Permanent Withdrawals | 4405 | Paper | Destroy after student withdraws plus 7 years in office | Nursing | PIB | Jul. 11, 2005 | Aug. 14, 2006 |
| SS-120-003 | Foreign Nursing Credentialing Board Requests for Information | 4405 | Paper | Destroy after 3 years in office | Nursing | | Jul. 11, 2005 | Aug. 14, 2006 |
| SS-120-004 | Nursing Student Records | 4405 | Digital Images | Delete after student graduates plus 1 year on-line | Nursing | PIB | Apr. 2, 2013 | Apr. 17, 2013 |
| SS-130 | EXPERIENTIAL LEARNING | | | | | | Sept. 3, 2015 | Sept. 18, 2015 |

COLLEGE RECORDS DIRECTORY as of March 2020

| Record Classification Number | Record Classification Title | Cost Centre | Format | Retention & Disposal Schedule | Department/Unit | Personal Information Bank | Date Created | Approval Date |
|------------------------------|--|-------------|--------------|---|---------------------------|---------------------------|---------------|----------------|
| SS-130-001 | Experiential Learning - Government-Funded Initiative | 5304 | Paper | Destroy when work placement completed plus 4 years in office and 3 years in storage | Co-operative Education | | Sept. 3, 2015 | Sept. 18, 2015 |
| SS-130-002 | Experiential Learning - Student Work Placements | 5304 | Paper | Destroy when work placement completed plus 2 years in office and 2 years in storage | Co-operative Education | | Sept. 3, 2015 | Sept. 18, 2015 |
| SS-210 | STUDENT COUNSELLING SERVICES | | | | | | | |
| SS-210-001 | Student Counselling Session Notes | 2301 | Paper | Destroy after date of last service plus 7 years in office | Counselling Services | PIB | Sept. 9, 2004 | Oct. 28, 2004 |
| SS-210-002 | Counselling Services – Student Enquiry Logs and Reports | 2301 | Paper | Destroy when reference use ended | Counselling Services | | Sept. 9, 2004 | Oct. 28, 2004 |
| SS-210-003 | Counselling Services – Educational Workshop and Planning Session Evaluations | 2301 | Paper | Destroy when reference use ended | Counselling Services | | Sept. 9, 2004 | Oct. 28, 2004 |
| SS-210-004 | Counselling Services Tracking Program | 2301 | Electronic | Delete when reference use ended plus 1 year on-line | Counselling Services | PIB | Oct. 27, 2004 | Oct. 28, 2004 |
| SS-220 | STUDENT DISABILITY SERVICES | | | | | | | |
| SS-220-001 | Students With Disabilities Cases - Active Students | 2451 | Paper | Destroy after date of last contacted noted in Disability Services file plus 5 years in office | Disability Services | PIB | Apr. 2, 2012 | Apr. 12, 2012 |
| SS-220-002 | Students With Disabilities Cases - Prospective Students | 2451 | Paper | Destroy after date of last contacted noted in Disability Services file plus 2 years in office | Disability Services | | Apr. 2, 2012 | Apr. 12, 2012 |
| SS-220-003 | Students With Disabilities - Accommodation Letters for Instructors | 2451 | Paper | Destroy after 5 years in office | Disability Services | PIB | Apr. 2, 2012 | Apr. 12, 2012 |
| SS-220-004 | Annual Report to Government on Disability Services | 2451 | Paper | Retain in office indefinitely | Disability Services | | Aug. 30, 2004 | Sept. 23, 2004 |
| SS-220-005 | Students with Disabilities Cases - Not Otherwise Specified (NOS) | 2451 | Paper | Destroy after 1 year in office | Disability Services | PIB | Apr. 2, 2012 | Apr. 12, 2012 |
| SS-230 | ATHLETIC PROGRAM ADMINISTRATION | | | | | | | |
| SS-230-001 | Player Eligibility Forms | 2701 | Paper | Retain in office indefinitely | Athletics and Intramurals | | Nov. 25, 2004 | Jan. 23, 2006 |
| SS-230-002 | Athlete Registration Forms | 2701 | Paper | Destroy after 5 years in office and 20 years in storage | Athletics and Intramurals | PIB | Nov. 25, 2004 | Jan. 23, 2006 |
| SS-230-003 | Athletic Awards and Results | 2701 | Paper | Transfer to College Archives after reference use ended | Athletics and Intramurals | | Nov. 25, 2004 | Jan. 23, 2006 |
| SS-230-004 | Athletes and Athletic Events - Photographs and Videos | 2701 | Audio-visual | Transfer to College Archives after reference use ended | Athletics and Intramurals | | Nov. 25, 2004 | Jan. 23, 2006 |
| SS-235 | COLLEGE ADVANCEMENT - FUNDRAISING | | | | | | | |
| SS-235-001 | Fundraising Events and Campaigns - Plans | 11141 | Paper | Destroy after event completed plus 5 years in office | College Advancement | | Jun. 2, 2006 | Jul. 29, 2008 |
| SS-235-002 | Fundraising Events - External Funding Applications | 11141 | Paper | Transfer to College Archives after funding ceases plus 5 years in office | College Advancement | | Jun. 2, 2006 | Jul. 29, 2008 |
| SS-235-003 | Fundraising Events and Campaigns - Final Promotional Material and Precedents | 11141 | Paper | Transfer to College Archives after event completed plus 5 years in office | College Advancement | | Jun. 2, 2006 | Jul. 29, 2008 |
| SS-235-004 | College Program Fundraising Proposals | 11141 | Paper | Transfer to College Archives after proposal reviewed plus 5 years in office | College Advancement | | Jun. 2, 2006 | Jul. 29, 2008 |
| SS-236 | COLLEGE ADVANCEMENT - STUDENT AWARDS | | | | | | | |
| SS-236-001 | Student Awards - Designated | 11141 | Paper | Destroy after no longer active plus 3 years in office and 4 years in storage | College Advancement | | Dec. 20, 2011 | Dec. 21, 2011 |
| SS-236-002 | Student Awards - Endowed | 11141 | Paper | Retain in office indefinitely | College Advancement | | Jun. 2, 2006 | Jul. 29, 2008 |
| SS-236-003 | Student Awards - Donor Files | 11141 | Paper | Destroy after no longer active plus 3 years in office and 4 years in storage | College Advancement | PIB | Dec. 20, 2011 | Dec. 21, 2011 |
| SS-236-004 | Student Awards - Donor Criteria Sheets | 11141 | Paper | Transfer to College Archives when reference use ended | College Advancement | | Jul. 7, 2008 | Jul. 29, 2008 |
| SS-237 | COLLEGE ADVANCEMENT - ALUMNI RELATIONS | | | | | | | |
| SS-237-001 | College Alumni Events - Plans | 11141 | Paper | Destroy when event completed plus 7 years in office | College Advancement | | Jul. 7, 2008 | Jul. 29, 2008 |
| SS-237-002 | College Alumni Events - Contact Lists | 11141 | Paper | Destroy when event completed plus 1 year in office | College Advancement | | Jul. 7, 2008 | Jul. 29, 2008 |
| SS-237-003 | College Alumni - Benefit and Affinity Programs | 11141 | Paper | Destroy when reference use ended | College Advancement | | Jul. 7, 2008 | Jul. 29, 2008 |
| SS-237-004 | College Alumni Newsletters and Brochures - Development Files | 11141 | Paper | Destroy when reference use ended | College Advancement | | Jul. 7, 2008 | Jul. 29, 2008 |

COLLEGE RECORDS DIRECTORY as of March 2020

| Record Classification Number | Record Classification Title | Cost Centre | Format | Retention & Disposal Schedule | Department/Unit | Personal Information Bank | Date Created | Approval Date |
|------------------------------|--|-------------|------------|---|--------------------------|---------------------------|----------------|---------------|
| SS-237-005 | College Alumni Newsletters and Brochures - Final Promotional Material | 11141 | Paper | Transfer one copy to College Archives after distributed | College Advancement | | Jul. 7, 2008 | Jul. 29, 2008 |
| SS-237-006 | Langara College Outstanding Alumni Awards | 11141 | Paper | Destroy after 5 years in office | College Advancement | PIB | Jul. 7, 2008 | Jul. 29, 2008 |
| SS-238 | COLLEGE FOUNDATION | | | | | | Jul. 7, 2008 | Jul. 29, 2008 |
| SS-238-001 | College Foundation - Constitution and By-laws | 11141 | Paper | Transfer to College Archives 2 years after Foundation ceases to exist | College Advancement | | Jul. 7, 2008 | Jul. 29, 2008 |
| SS-238-002 | College Foundation - Board of Directors Meeting Minutes, Agenda and Reports | 11141 | Paper | Transfer to College Archives 2 years after Foundation ceases to exist | College Advancement | | Jul. 7, 2008 | Jul. 29, 2008 |
| SS-238-003 | College Foundation - Financial Information | 11141 | Paper | Destroy after Foundation ceases to exist plus 5 years in office and 10 years in storage | College Advancement | | Jul. 7, 2008 | Jul. 29, 2008 |
| SS-240 | FINANCIAL AID | | | | | | Sept. 28, 2004 | Jan. 5, 2005 |
| SS-240-001 | Bursary and Scholarship Applications and Awards | 2601 | Paper | Destroy after 1 year in office and 6 years in storage | Financial Aid and Awards | | Aug. 31, 2016 | Sep. 1, 2016 |
| SS-240-002 | Financial Aid System | 2601 | Electronic | Retain on-line indefinitely | Financial Aid and Awards | PIB | Sept. 28, 2004 | Jan. 5, 2005 |
| SS-240-003 | Student Work Assistance Applications | 2601 | Paper | Destroy after 1 year in office | Financial Aid and Awards | PIB | Dec. 2, 2013 | Dec. 18, 2013 |
| SS-240-004 | Special Program Applications and Awards | 2601 | Paper | Destroy after 1 year in office and 6 years in storage | Financial Aid and Awards | PIB | Aug. 31, 2016 | Sep. 1, 2016 |
| SS-240-005 | Emergency Loan Applications | 2601 | Paper | Destroy after 4 semesters in office | Financial Aid and Awards | PIB | Dec. 2, 2013 | Dec. 18, 2013 |
| SS-240-006 | Applications to Retain Interest-Free Loan Status | 2601 | Paper | Destroy after 1 year in office | Financial Aid and Awards | PIB | Dec. 2, 2013 | Dec. 18, 2013 |
| SS-240-007 | Student Loan Denials - Decision Appeals | 2601 | Paper | Destroy after 1 year in office | Financial Aid and Awards | PIB | Dec. 2, 2013 | Dec. 18, 2013 |
| SS-240-008 | Student Loan Documents | 2601 | Paper | Destroy after 1 year in office | Financial Aid and Awards | PIB | Dec. 2, 2013 | Dec. 18, 2013 |
| SS-240-009 | Financial Aid – Student Cases | 2601 | Paper | Destroy after 1 year in office | Financial Aid and Awards | PIB | Dec. 2, 2013 | Dec. 18, 2013 |
| SS-240-010 | Integrated Electronic Records System | 2601 | Electronic | Delete after last application date plus 5 years on-line | Financial Aid and Awards | PIB | Sept. 28, 2004 | Jan. 5, 2005 |
| SS-240-011 | Institutional Appendix of Loan Eligibility | 2601 | Paper | Transfer to College Archives after 5 years in office | Financial Aid and Awards | | Sept. 28, 2004 | Jan. 5, 2005 |
| SS-240-012 | Deferred Tuition Payment Applications (no new records being created from 2013) | 2601 | Paper | Destroy after 2 years in office and 5 years in storage | Financial Aid and Awards | PIB | | |
| SS-240-013 | Job Postings - Student Employment | 11061 | Paper | Destroy after 2 years in office | Human Resources | | Dec. 2, 2013 | Dec. 18, 2013 |
| SS-240-014 | Scholarship, Bursary, and SWAP Program Administration | 2601 | Paper | Retain in office indefinitely | Financial Aid and Awards | | Sept. 28, 2004 | Jan. 5, 2005 |
| SS-330 | HEALTH SERVICES | | | | | | Sept. 13, 2004 | Nov. 3, 2004 |
| SS-330-001 | Patient Clinical Records | 2401 | Paper | Destroy after 16 years in office | Health Services | PIB | Jun. 20, 2014 | Jul. 24, 2014 |
| SS-330-002 | Patient Clinical Records | 2401 | Electronic | Delete after 16 years on-line | Health Services | PIB | Jun. 20, 2014 | Jul. 24, 2014 |
| SS-330-003 | Student Medical Withdrawal Requests | 2401 | Paper | Destroy after 1 year in office | Health Services | | Sept. 13, 2004 | Nov. 3, 2004 |
| SS-340 | INTERNATIONAL EDUCATION - STUDENTS | | | | | | Oct. 26, 2004 | Jul. 27, 2005 |
| SS-340-001 | International Education Students - Study Permits | 1112 | Paper | Destroy after last attendance date plus 2 years in office | International Education | PIB | Oct. 26, 2004 | Jul. 27, 2005 |
| SS-340-002 | International Education Students - Master Student List | 1112 | Electronic | Delete after last attendance date plus 2 years on-line | International Education | PIB | Oct. 26, 2004 | Jul. 27, 2005 |
| SS-342 | INTERNATIONAL EDUCATION - STUDENT CONSULTANT | | | | | | Oct. 26, 2004 | Jul. 27, 2005 |
| SS-342-001 | International Education Consultant Agencies - Payment List | 1112 | Paper | Destroy when reference use ended | International Education | | Oct. 26, 2004 | Jul. 27, 2005 |
| SS-342-001 | International Education Consultant Agencies - Contact Lists | 1112 | Electronic | Delete when outdated | International Education | | Oct. 26, 2004 | Jul. 27, 2005 |
| SS-344 | INTERNATIONAL EDUCATION - STUDENT PROGRAMS | | | | | | Oct. 26, 2004 | Jul. 27, 2005 |
| SS-344-001 | Student Exchange Program Applications | 1112 | Paper | Destroy after last attendance date plus 2 years in office and 5 years in storage | International Education | PIB | Jul. 29, 2009 | Aug. 12, 2009 |
| SS-344-002 | English Language Programs | 1112 | Paper | Destroy after last attendance date plus 2 years in office | International Education | | Oct. 26, 2004 | Jul. 27, 2005 |
| SS-344-003 | Summer English Immersion Program - Annual Report to Government | 1112 | Paper | Retain in office indefinitely | International Education | | Oct. 26, 2004 | Jul. 27, 2005 |

COLLEGE RECORDS DIRECTORY as of March 2020

| Record Classification Number | Record Classification Title | Cost Centre | Format | Retention & Disposal Schedule | Department/Unit | Personal Information Bank | Date Created | Approval Date |
|------------------------------|--|-------------|------------|--|----------------------------------|---------------------------|---------------|---------------|
| SS-344-004 | International External Studies (Field School) Programs | 1112 | Paper | Destroy when 1 year has elapsed and reference use ended | International Education | | Oct. 26, 2004 | Jul. 27, 2005 |
| SS-344-005 | International External Studies (Field School) Program Applications | 1112 | Paper | Destroy after 1 year in office and 6 years in storage | International Education | | Jul. 29, 2009 | Aug. 12, 2009 |
| SS-344-006 | Special English Language Program Applications | 1112 | Paper | Destroy after 1 year in office and 6 years in storage | International Education | | Jul. 29, 2009 | Aug. 12, 2009 |
| SS-350 | HOMESTAY PROGRAM ADMINISTRATION | | | | | | Sept. 8, 2004 | Oct. 5, 2004 |
| SS-350-001 | Homestay Applications – Short-term Stays | 111221 | Paper | Destroy after student departs Canada and the file is inactive for 1 year plus 6 years in storage | Homestay Program | PIB | Aug. 11, 2009 | Aug. 17, 2009 |
| SS-350-002 | Homestay Applications – Long-term Stays | 111221 | Paper | Destroy after student departs Canada and the file is inactive for 1 | Homestay Program | PIB | Sept. 8, 2004 | Oct. 5, 2004 |
| SS-350-003 | Homestay Family Applications – Active | 111221 | Paper | Destroy 1 year after the file becomes inactive | Homestay Program | PIB | Sept. 8, 2004 | Oct. 5, 2004 |
| SS-350-004 | Homestay Family Applications – Not Active | 111221 | Paper | Destroy 1 year after reference use ended | Homestay Program | PIB | Sept. 8, 2004 | Oct. 5, 2004 |
| SS-350-005 | Homestay – Program and Agency Files | 111221 | Paper | Destroy when reference use ended | Homestay Program | | Sept. 8, 2004 | Oct. 5, 2004 |
| SS-350-006 | Homestay Family Applications – Criminal Record Search Results | 111221 | Paper | Destroy when results are superseded or made obsolete | Homestay Program | PIB | Sept. 8, 2004 | Oct. 5, 2004 |
| SS-350-007 | Homestay Applications - Long-term Stays - High School Students | 111221 | Paper | Destroy after student departs Canada and the file is inactive for 1 year plus 6 years in storage | Homestay Program | PIB | Aug. 11, 2009 | Aug. 17, 2009 |
| SS-360 | CHILD DEVELOPMENT CENTRE ADMINISTRATION | | | | | | Jan. 4, 2006 | Jan. 29, 2007 |
| SS-360-001 | Child Development Centre - Children's Records | 2753 | Paper | Destroy after last attendance date plus 5 years in office | Child Development Centre | PIB | Jan. 4, 2006 | Jan. 29, 2007 |
| SS-360-002 | Child Development Centre - Licenses and Certificates | 2753 | Paper | Destroy when expired | Child Development Centre | | Jan. 4, 2006 | Jan. 29, 2007 |
| SS-360-003 | Child Development Centre- Research or Image-Taking Requests | 2753 | Paper | Destroy after 2 years in office | Child Development Centre | | Jan. 4, 2006 | Jan. 29, 2007 |
| SS-360-004 | Child Development Centre Client Waiting List | 2753 | Paper | Destroy when 1 year has elapsed and information is outdated | Child Development Centre | | Jan. 4, 2006 | Jan. 29, 2007 |
| SS-360-005 | Child Development Centre Attendance Log | 2753 | Paper | Destroy after 1 year in office | Child Development Centre | | Jan. 4, 2006 | Jan. 29, 2007 |
| SS-370 | FIRST NATIONS EDUCATION SERVICES | | | | | | Jan. 10, 2007 | Feb. 27, 2007 |
| SS-370-001 | First Nations Student Records | 2501 | Paper | Destroy after last attendance date plus 3 years in office | First Nations Education Services | PIB | Jan. 10, 2007 | Feb. 27, 2007 |
| SS-400 | LIBRARY ADMINISTRATION - CIRCULATION | | | | | | Aug. 18, 2005 | Apr. 4, 2006 |
| SS-400-001 | Inter-Library Loans Requests | 2902 | Paper | Destroy after 2 years in office | Langara Library | | May. 31, 2013 | Jun. 18, 2013 |
| SS-400-002 | Inter-Library Loan Request Data - Audio-Visual Media | 2902 | Electronic | Retain on-line indefinitely with updates | Langara Library | PIB | May. 31, 2013 | Jun. 18, 2013 |
| SS-400-003 | Audio-Visual Media Bookings - Internal Requests | 2902 | Paper | Destroy after 2 years in office | Langara Library | | May. 31, 2013 | Jun. 18, 2013 |
| SS-400-007 | Audio-Visual Media Bookings - External Requests | 2902 | Electronic | Delete after 2 years on-line | Langara Library | | May. 31, 2013 | Jun. 18, 2013 |
| SS-405 | LIBRARY ADMINISTRATION | | | | | | Aug. 18, 2005 | Apr. 4, 2006 |
| SS-405-001 | Library Administration - Statistical Reports | 2902 | Paper | Retain in office indefinitely | Langara Library | | Aug. 18, 2005 | Apr. 4, 2006 |
| SS-405-002 | Library Administration - Statistical Source Data | 2902 | Electronic | Retain on-line indefinitely | Langara Library | | Aug. 18, 2005 | Apr. 4, 2006 |
| SS-405-003 | Library System - Help Desk Request Source Data | 2902 | Electronic | Delete after 2 years on-line | Langara Library | | Aug. 18, 2005 | Apr. 4, 2006 |
| SS-405-004 | Library Resources - Film Condition Report | 2902 | Paper | Destroy after 5 years in office | Langara Library | | Jan. 18, 2006 | Apr. 4, 2006 |
| SS-500 | LIBRARY CONTRACT SERVICES - CAPER BC (formerly CILS) | | | | | | Dec. 8, 2005 | Feb. 1, 2006 |
| SS-500-001 | Instructional Resources - CAPER BC Alternate Format Requests | 11131 | Paper | Destroy after request fulfilled plus 2 years in office | Library Contract Services | | Dec. 8, 2005 | Feb. 1, 2006 |
| SS-500-002 | CAPER BC Client Applications | 11131 | Paper | Destroy 5 years after date of last activity on the file | Library Contract Services | PIB | Dec. 8, 2005 | Feb. 1, 2006 |
| SS-500-003 | Requests for Electronic Publisher Files | 11131 | Paper | Destroy when material no longer used plus 7 years in office | Library Contract Services | | Dec. 8, 2005 | Feb. 1, 2006 |
| SS-505 | STUDENT ENGAGEMENT | | | | | | Jun. 7, 2013 | Jul. 5, 2013 |
| SS-505-001 | Student Club Applications | 2120 | Paper | Destroy after date of application plus 7 years in office | Student Engagement Centre | | Jun. 7, 2013 | Jul. 5, 2013 |
| SS-505-002 | Student Club Room Booking Requests | 2120 | Paper | Destroy after 1 year in office | Student Engagement Centre | | Jun. 7, 2013 | Jul. 5, 2013 |
| SS-510 | U-PASS PROGRAM ADMINISTRATION | | | | | | Jul. 7, 2008 | Jul. 16, 2008 |
| SS-510-001 | U-Pass Fee Remittance Report | 6301 | Paper | Destroy after 2 years in office and 5 years in storage | Facilities & Purchasing | | Jul. 7, 2008 | Jul. 16, 2008 |

COLLEGE RECORDS DIRECTORY as of March 2020

| Record Classification Number | Record Classification Title | Cost Centre | Format | Retention & Disposal Schedule | Department/Unit | Personal Information Bank | Date Created | Approval Date |
|-------------------------------------|---|--------------------|---------------|--|-------------------------|----------------------------------|---------------------|----------------------|
| SS-510-002 | U-Pass Exemption Request Form | 6301 | Paper | Destroy after 8 months in office and 6 years and 4 months in storage | Facilities & Purchasing | PIB | Jul. 7, 2008 | Jul. 16, 2008 |
| SS-520 | VOLT (STUDENT VOLUNTEER PROGRAM) ADMINISTRATION | | | | | | May. 30, 2013 | Jul. 30, 2013 |
| SS-520-001 | VOLT (Student Volunteer Program) Applications | 2110 | Paper | Destroy after date of registration plus 4 years in office and 6 years in storage | VOLT Program | PIB | May. 30, 2013 | Jul. 30, 2013 |
| SS-520-002 | VOLT (Student Volunteer Program) Volunteer Organization Waivers | 2110 | Paper | Destroy after 7 years in office | VOLT Program | | May. 30, 2013 | Jul. 30, 2013 |
| SS-520-003 | Global Travel Award Volunteer Program Applications | 2110 | Paper | Destroy after 7 years in office | VOLT Program | | May. 30, 2013 | Jul. 30, 2013 |