

Title: <b>Records Retention Policy</b>	Section: 3.3.3
Approved:	Revisions: Nov 15/03
Status: Active	

The Executive Director shall ensure that an office policy is created to govern the retention and destruction of Faculty and Staff Association records. A copy of the policy shall be attached to this policy for the information of Directors. It shall incorporate the following principles of sound records management:

1. The Records Retention Program must be developed in a systematic manner;
2. All records must be covered in the records retention program;
3. Records maintained on media other than paper must be included in the Records Retention Program;
4. Records Retention Schedules must have written approval by key supervisory personnel of the organization;
5. Records must be systematically destroyed according to the Records Retention Program;
6. The Records Retention Program must be managed;
7. Procedures must be in place to suspend destruction of records involved with litigation and government investigations;
8. Documentation relating to the destruction of records must be maintained indefinitely.

The policy shall incorporate the following criteria:

1. Legal Perspective: The policy re the destruction of records shall recognize the legal duty to retain necessary records under all applicable statutes as well as any common law duty imposed by courts.
2. Authority: Local, provincial and federal statutes and other rules and regulations established by government regulatory agencies will be used as retention guides wherever they can be identified as applicable to our operation. While the *Freedom Of Information Act (FOI)* does not specifically apply to Unions at this time, its regulations will be used as a guide to association practices.

3. Confidentiality: Due to the confidential nature of many aspects of the union operation, all but the most general documents or magazines should be destroyed by shredding.
4. Value: Documents or document series have one or more of the following values: Administrative, Fiscal, Legal, or Historical.
5. Categories: The policy will recognize that the different classes of records can be handled under one of three procedures:
  - A) those that can be disposed of without written approval (see Appendix A),
  - B) those that can be disposed of with prior written approval only (see Appendix B); and
  - C) those that should be kept indefinitely (see Appendix C).

## Appendix A

The following types of records can be destroyed without written approval:

- 1) unmarked duplicates of documents (note: retain those with hand-written notes),
- 2) insignificant or outdated documents (e.g. time change, electrical shutdowns, etc.),
- 3) copies of brochures or profs notes for one-time-only "social" or "course" events that have passed (e.g. Brown Bag lunch notices, seminar brochures, hanging basket sales, etc.),
- 4) newsletters from other colleges and organizations (e.g. B.C. Fed.) that are over one year old,
- 5) all-but-the-last issue of catalogues and out-dated material (e.g. DayTimers, WP5.0 issues of magazines, etc.),
- 6) any issues of magazines that are older than one year,
- 7) all-but-the-last issue of Collective Agreements from other colleges or institutions,
- 8) day files that are over three years old **provided** that the original is in appropriate topic files,
- 9) documents that reside in the Library Archives (titles and exact years are on DOBIS).
- 10) BCIT documents that are **permanently** archived and accessible by the FSA in any other area (e.g. Board of Governors minutes?).
- 11)

## Appendix B

The following types of records can be disposed of with prior written approval only

**Note:** The destruction must be **documented** and the **documentation kept with the file index as a permanent record**. A form for use is attached as part of this Appendix. This is to avoid any perception that relevant documentation was destroyed randomly so as to avoid detection of data that would be detrimental in any legal proceedings. Review should ideally be done on a yearly basis. Time frames for disposal are to be determined by legal considerations as stated in the Records Disposition Policy.

- 1) Computer Files (Administrative value) should be kept while useful. The exception to this is where a particular file is scheduled for disposition under normal circumstances and all forms of the computer version should be disposed of at the same time as the paper files.
- 2) BCIT Financial files (Fiscal and Historical value) should be kept unless it is available through the Library Archives (check DOBIS). Disposal of material can be to the Archives if they are interested in having it.
- 3) FSA Financial (Fiscal, Legal and Historical value) should be kept according to their usefulness in these categories. Some FSA Financial documents may be disposed of according to legal considerations - probably after eight years.
- 4) General Files covers a wide range of information topics (generally Legal, Administrative, and Historical value) and should be reviewed according to legal considerations as in the Records Disposition Policy.
- 5) Reports (Legal and Historical value) can be culled by their usefulness and availability from other sources.
- 6) Originals of surveys can be disposed of after their useful period has concluded (e.g. at the conclusion of bargaining) provided that a summary of the information is kept on record.

## Appendix C

The following should be kept **indefinitely**:

1. Appointment Information of both Regular and Non-Regular employment (Legal and Historical value).
2. Arbitration files (Legal and Historical value).
3. Audio and Video Tapes (Historical value).
4. Collective Bargaining Notes (Legal, Historical and Fiscal value).
5. Committees (Search, Task Forces, Joint, Ad Hoc, etc.) (Legal and Historical value).
6. Contracting Out information (Legal, Historical and Fiscal value).
7. Selection Committees (Legal value).
8. Grievance files (Legal and Historical value).
9. Job Postings (Legal and Historical value).
10. Legal files (Legal and Historical value).
11. Government Reports (Legal and Historical value).
12. Insurance (Legal and Fiscal value).
13. Memoranda of Agreements (Legal and Historical value)
14. Minutes (Directors, Labour/Management, Board of Governors, various committees, etc.) ( Legal, Historical and Administrative value)
15. Personal Files (Legal value)
16. Publications - FSA-generated publications (Historical value) (E.g. Newsletters and Collective Bargaining Bulletins)
17. Publications – BCIT-generated publications (e.g. *BCIT Update*, *Connection*).

