

NIAGARA COLLEGE OF APPLIED ARTS AND TECHNOLOGY



College Practices

Approved: September 1, 1999
Responsibility: COG

NIAGARA COLLEGE OF APPLIED ARTS AND TECHNOLOGY

PRACTICE TITLE: **Records Retention / Destruction**

RECORDS RETENTION SCHEDULE

SIX (6) months

Applications/Resumes for Employment

ONE (1) year

Correspondence, General: i.e., congratulations, greetings, etc.
Job resumes for posted positions/Interview Notes

TWO (2) years

Agendas
Day Files
Insurance Policies Expired

FIVE (5) years

Correspondence, General
Correspondence, Public Relations
Detailed Budget Working Papers
Equipment Inventory Records
Purchasing Documentation (Purchasing, Receiving & Stores)

SEVEN (7) years

Accident Reports
Bank Deposit Books/Bank Statements
Bills of Lading
Bond Applications
Budgetary Information
Capital Project Documentation
Correspondence, Special Projects
Donation Receipts
Sick Leave Reports
Employee Records (after termination)
Expense Reports
Federal Income Tax Returns
Freight Bills
Insurance Disability
Insurance Pension
Insurance Policies Property, Liability, etc.
Inventories Year-end
Job Postings
Legal Correspondence, Agreements, Contracts, (after expiration)
Miscellaneous Contracts and Agreements (after expired)

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SEVEN (7) years

continued

Payroll Data Part-time employees (after termination)
Purchase Orders
Requisitions
Research Projects
Safety and Occupational Health Correspondence
Scholarships, Bursaries
Source Documentation Invoices, Sales Summaries, Journal Entries
Student Immunization Records
Student Loans
Student Medical Records
Tenders

PERMANENTLY

Annual Reports
Archival Information
Audited Enrollment Reports
Audited Financial Statements
Board Minutes
Bylaws
Collective Agreements
Committee Minutes
Construction Projects in Excess of \$50,000
Course Calendars
Credit Course Outlines
Ledgers and Journals
Legal Deeds and Leases
Mission and Goals Statements
Original Grade statements signed by Professor
Pension/Superannuation Reports
Permanent Student Record Files
Personnel Files (active employees)
Property Documentation
Public Bodies Reports
Records of Files Destroyed