



## Northlands College Policy Records Retention and Management

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### POLICY STATEMENT

Northlands College is committed to the protection, retention, and proper disposal of information in accordance with legislative authorities and best practices.

### DEFINITIONS:

**Fiscal Year** – July 1 through June 30, 20XX

**Personal and Private Information** – any information that can be traced to an individual including a photo.

**Public Document** – “...legal documents, ..., vouchers, cheques, accounting records, correspondence, maps, photographs and all other documents created in the administration of the public affairs of Saskatchewan, except copies...(CHAPTER 364, The Archives Act, s.2(3)).”

**Record** – “information in any form and includes information that is written, photographed, recorded or stored in any manner, ...(CHAPTER F-22.01, Part I, s. 2(i); The Freedom of Information and Protection of Privacy Act).”

### GUIDELINES

All Guidelines are in accordance with the following legislative authorities:

- a) The Archives and Public Records Management Act of Saskatchewan (ARMS: 2015),
- b) Government of Saskatchewan, Ministry of Government Relations, (May 2016) Records Retention and Disposal Guide,

#### 1. Collection of Information

- a. Collection of information is collected and used only for a specific purpose that will result in meeting legislative, operational, and/or institutional requirements.
- b. Information may become a record that is the property of Northlands College, using any method or medium that would be most efficient and make sense to a reasonable person.
- c. Personal information that is not required for a specific future purpose cannot be justifiably stored/maintained in the College and should be either returned to the individual or immediately destroyed.
- d. The protocol when requesting information of a delicate nature such as a Criminal Record Check (CRC), or Vulnerable Sector Check (VSC) (Appendices B & C for staff and students respectively) must be performed only as necessary and in accordance with Policy #507 – Criminal Record Check for Staff.

Northlands College will not retain a copy of the check(s); however, will make available and maintain the letter provided in the Appendices, printed on Northlands College letterhead, and signed by the individuals involved in verifying the check(s) (Appendix B – Drivers’ License; Appendix C – Staff CRC and VSC, Appendix D – Students CRC and VSC).

2. Storage of Information
  - a. Storage of all information that is not specifically listed as an exception in this policy will be stored for a period of 6 fiscal years beyond the current year of collection (6+1 years). Information and records older than this or the excepted length of time should be destroyed appropriately and in accordance with this Policy.
  - b. Contents of the document or record will determine the storage length-of-time and its disposal.
  - c. All private and personal information will be protected in locking cabinets and by limiting electronic access to designated individuals.
  - d. Material that has no fiscal, administrative, or historical value is not subject to these guidelines and can be destroyed at any time. Some examples not subject to these guidelines include extra copies for convenience, publications, blanks forms or unofficial/incomplete draft documents.
3. Distribution of Information
  - a. Access to information will be granted in accordance with the College's own Access to Information and Privacy Policy #213.
4. Disposal of Information
  - a. At the designated time of disposal, the holder of the information will be responsible to document the disposal method and type of information destroyed, with a witness' signature. This documented information should be forwarded to the VP, Finance and Operations, or designate, for the purposes of audit and accountability.
  - b. Material that has no fiscal, administrative, or historical value is not subject to these guidelines and can be destroyed at any time. Some examples not subject to these guidelines include extra copies for convenience, publications, blanks forms or unofficial/incomplete draft documents.
  - c. Original documents or a representation of an original document in any form would be considered an "official record" for the purpose of this policy and its guidelines (Ministry of Government Relations, "Records Retention and Disposal Guide, p.2)."
  - d. All records and information stored by the Departments of Finance and Operations, Human Resources, Registrar, President & CEO's Office, and Marketing are to be managed in accordance with this policy. The head of each department is deemed the holder and is responsible for the management of the information within that department.
  - e. All administrative and operational records and information, including program files and facilities documents, not specifically listed elsewhere are subject to the Department of Finance and Operations.
  - f. All educational and student records and information are subject to the Registrar.

***Methods for Disposal***

*Emails and Electronic Files*

- g. A disposal schedule for electronic files and the disposal of surplus storage devices are the responsibility of the Information Technology Staff except in the Departments of Finance and Operation, Human Resources, Registrar, CEO’s Office, and Marketing.
  - i. IT will notify all staff or the specific individuals who may be impacted through an emailed ALERT that describes what will be destroyed and provide those affected with a minimum of two weeks to save any data they may want to save to designated files.
  - ii. Information that is not stored in a specific way by an individual such as outlook inbox emails should be deleted without archive 6 years after each year-end.
  - iii. Files that have not been actively used for a period of 6 years after the current fiscal year may be deleted without archive as long as it is not stored by an individual or a file of original records.
  - iv. Personal files of employees who ended employment with the College may remain in electronic archive for a period not to exceed 6 years after the date employment ended with exceptions only by legal means.

*Surplus Storage Devices*


- h. The IT Manager will generate the schedule and manner of disposal in accordance with best practices. Absolutely no electronic devices should be disposed of without the knowledge and guidance of the IT Manager. No exceptions.

*Paper Documents and Hard-copy Files*

- i. Only those files and documents that are eligible for destruction under these guidelines will be disposed of by shredding.
- j. Documentation for this type of shredding is not necessary unless it falls outside of the schedule provided in this Policy.

To learn the exceptions to the current-year plus 6 years disposal schedule or refer to Appendix A for a listing of College files.

Contact the Privacy Officer, when you are unsure about the retention or disposal of files in your care, by clicking on the link provided on the College’s website ([www.trainnorth.ca](http://www.trainnorth.ca)).

Policy Originated: October 19, 1989	Approved by: Board of Directors
Last Approved: December 17, 2021	Signature: 

## Appendix A

### Schedules for Storage Time and Destruction of Records

#### Finance/Accounting

<b>RECORD</b>	<b>RETENTION PERIOD</b> (current year plus)	<b>DISPOSAL RECOMMENDATION</b>	<b>RESPONSIBILITY FOR OVERSIGHT</b>
Accounts Payable (audit Files)	6 years	Shred / Delete	VP, Finance and Operations
Accounts Payable Vouchers – original invoices, claims, cheques	6 years	Shred / Delete	VP, Finance and Operations
Accounts Receivable (Audit Files)	6 years	Shred / Delete	VP, Finance and Operations
Audited Financial Statements	Permanent	Do not dispose	VP, Finance and Operations
Bank Reconciliation	6 years	Shred / Delete	VP, Finance and Operations
Contracts and Leases	6 years after termination or expiry	Shred / Delete	VP, Finance and Operations
Control Records: summary of staff travel, record of student receipts issued, petty cash summaries	2 years	Shred / Delete	VP, Finance and Operations
Deposit Books	6 years	Shred / Delete	VP, Finance and Operations
Depreciation Schedules (Audit files)	6 years	Shred / Delete	VP, Finance and Operations
Expense Journal Sheets	6 years	Shred / Delete	VP, Finance and Operations
Funded Project Files	6 years	Shred / Delete	VP, Finance and Operations
General Ledger	Permanent	Do not dispose	VP, Finance and Operations
Invoices	6 years	Shred / Delete	VP, Finance and Operations
Original budgets	6 years	Shred / Delete	VP, Finance and Operations
Payroll Journal Sheets	6 years	Shred / Delete	VP, Finance and Operations
Payroll Records & Supporting documentation	6 years	Shred / Delete	VP, Finance and Operations
Pension	Permanent	Do not dispose	VP, Finance and Operations
Pre-paid Listings (Audit files)	6 years	Shred / Delete	VP, Finance and Operations
Purchase Orders	2 years	Shred / Delete	VP, Finance and Operations

Records of Audit Support	6 years	Shred / Delete	VP, Finance and Operations
Returned Cheques (NSF) and supporting documents	6 years	Shred / Delete	VP, Finance and Operations
Revenue Receipts	6 years	Shred / Delete	VP, Finance and Operations
Source payroll deduction booklets	6 years	Shred / Delete	VP, Finance and Operations
Subsidiary Ledgers	6 years	Shred / Delete	VP, Finance and Operations
Worksheets	2 years	Shred / Delete	VP, Finance and Operations

### Administration/Operational

<b>RECORD</b>	<b>RETENTION PERIOD</b> (current year plus)	<b>DISPOSAL RECOMMENDATION</b>	<b>RESPONSIBILITY FOR OVERSIGHT</b>
Advertising and marketing campaigns	6 years	Shred / Delete	Coordinator of Marketing
Agreements, memorandums of understanding, articulations agreements, etc.	6 years after superseded or termination	Appraise for destruction	VP of Department involved
Annual Report (1 copy)	Permanent	Do not dispose	Executive Coordinator
Business Plan (1 copy)	Permanent	Do not dispose	Executive Coordinator
College Program calendars (1 copy)	Permanent	Do not dispose	Coordinator of Marketing
Commercial Insurance Policies	3 years	Shred / Delete	VP, Finance and Operations
Disaster Recovery	6 years after superseded or obsolete	Selective Retention	VP, Finance and Operations
Emergency Measures (contact lists and procedures)	1 year	Shred / Delete	VP, Finance and Operations
Employee Insurance Policies	6 years	Shred / Delete	VP, Finance and Operations
Equipment Manuals	Until equipment is replaced	Shred / Delete	VP, Finance and Operations
Legal Opinions, Challenges and Judicial Opinions	10 years after superseded or obsolete	Selective Retention	VP of Department involved
Marketing and Media Materials	1 year after superseded or obsolete	Shred / Delete	Coordinator of Marketing
Original Forms (to be used for duplication)	2 years (after ceases to be current)	Shred / Delete	VP, Finance and Operations
Other College Publications	2 years	Shred / Delete	Coordinator of Marketing

Instructor Materials	Until replaced	Shred/Delete	Director/VP of Department involved
Policy Correspondence	6 years	Shred / Delete	Executive Coordinator
Policy Manual	Permanent	Do not dispose	Executive Coordinator
Promotional Material (newspaper ads, radio spots, press releases)	2 years	Shred / Delete	Coordinator of Marketing
Regional Needs Assessment	Permanent	Do not dispose	Executive Coordinator
Reports: research & consultation, graduate studies, doctoral studies on College operations	Permanent	Do no dispose	Executive Coordinator
Routine Correspondence	2 years	Shred / Delete	Executive Coordinator

## Human Resources

<b>RECORD</b>	<b>RETENTION PERIOD</b> (current year plus)	<b>DISPOSAL RECOMMENDATION</b>	<b>RESPONSIBILITY FOR OVERSIGHT</b>
Accident Investigation Reports	6 years	Shred / Delete	Human Resources Manager
Arbitration Cases	6 years after settlement	Appraise for destruction	Human Resources Manager
Collective Agreements (1 copy)	Permanent	Do not Dispose	Human Resources Manager
Competition Files	6 years	Shred / Delete	Human Resources Manager
Grievance and Appeal File	6 years (after settlement)	Appraise for destruction	Human Resources Manager
Harassment/Discrimination Files	Permanent	Do not Dispose	Human Resources Manager
Human Resources Manuals/Directives	6 years after superseded or obsolete	Shred / Delete	Human Resources Manager
Human Rights Issues	6 years after settlement	Appraise for destruction	Human Resources Manager
Job Applications	1 year	Shred / Delete	Human Resources Manager
Job Classification Plans	6 years (after revision)	Shred / Delete	Human Resources Manager
Job Competition Files	6 years (after competition completion)	Shred / Delete	Human Resources Manager
Job Standards (includes benchmarks and descriptions)	6 years (after revision)	Shred / Delete	Human Resources Manager
Out of Scope Contracts	6 years (after contract completion)	Shred / Delete	Human Resources Manager
Personnel Files Sask Poly and Great Plains are different not sure which is our policy	Age 75 or 5 years after death	Appraise for destruction	Human Resources Manager

Resumes	6 months	Shred / Delete	Human Resources Manager
Seniority Lists	6 years	Shred / Delete	Human Resources Manager
Separations and Layoffs	6 years	Shred / Delete	Human Resources Manager
Union Relations	6 years	Shred / Delete	Human Resources Manager
WCB Injury Claim Reports	Permanent	Do not dispose	Human Resources Manager

## Board

<b>RECORD</b>	<b>RETENTION PERIOD</b> (current year plus)	<b>DISPOSAL RECOMMENDATION</b>	<b>RESPONSIBILITY FOR OVERSIGHT</b>
Agenda and Supporting Documentation	Permanent	Do not Dispose	Executive Coordinator
Board Booklet (documents related to board orientation and oversight responsibilities)	Permanent	Do not Dispose	Executive Coordinator
Board Chairman Policy correspondence	6 years	Shred / Delete	Executive Coordinator
Board Chairman Routine correspondence	2 years	Shred / Delete	Executive Coordinator
Board Committee correspondence and reports	6 years	Shred / Delete	Executive Coordinator
Board Meeting Minutes	Permanent	Do not Dispose	Executive Coordinator
Board Meeting Reports	Permanent	Do not Dispose	Executive Coordinator
Ministry-Board correspondence	Permanent	Do not Dispose	Executive Coordinator
Orders in Council	Permanent	Do not Dispose	Executive coordinator

## Appendix B

### Letter verifying Driver's License Staff or Student

29 June 2022

Name

Address

Town, Province    Postal Code

Dear Name,

Thank you for allowing me to verify your valid Driver's License on this \_\_\_\_\_ (day/month/year).

This signed letter confirms that I have reviewed and confirmed your Driver's License as both valid and current. Northlands College will not retain a copy of your license and will retain this letter to verify confirmation for as long as is necessary for its purpose.

Sincerely,

Name and Title of Validator

Northlands College

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Signature of License-holder



**Appendix C**  
Letter verifying CRC and VSC  
Staff

29 June 2022

Name  
Address  
Town, Province    Postal Code

Dear Name,

Thank you for submitting your Criminal Record Check to the Human Resources Department as requested. A copy of this letter will be placed on your personnel file as confirmation of receipt and we are returning the document to you.

**If possible match:** A “possible match” result was indicated on your criminal record check; as per our Criminal Record Check Policy you must obtain a Certified Criminal Record Check, at your cost, as soon as possible. Please forward the certified criminal record check to the Human Resources Department as soon as you receive it.

Sincerely,

Human Resources Manager  
306-425-4324

c:     Personnel File

## Appendix D

### Student CRC and VSC

#### Criminal Record Checks

If a Criminal Record Check or Vulnerable Sector Check is needed for the program, the document will not be required for acceptance. Applicants selected for the program will be required to produce the CRC or VSC results by a specific date provided in correspondence and/or documentation provided by Northlands College. If a VSC is required, a CRC alone is not sufficient. A VSC is a higher-level CRC which includes a vulnerable sector screening.

1. Advisors will provide accepted applicants with the “How to Obtain a CRC/VSC” instruction sheet, the appropriate form(s) to fill out for the RCMP and request that the results be submitted to [applications@northlandscollege.sk.ca](mailto:applications@northlandscollege.sk.ca) by the Program Readiness deadline.
2. Accepted applicant submits a copy of their record check results to [applications@northlandscollege.sk.ca](mailto:applications@northlandscollege.sk.ca)
3. Applications team checks the CRC and or VSC box and chooses the status “Received” on the “PR-Details” tab, checks the “advisor flag,” and makes a note within the database. The document is filed in K:\Admissions\_Info\CONFIDENTIAL with the file name “PSE# - VSC or CRC,”
4. Advisor checks advisor flag and opens record check using the “PR – Details” tab on the Application or the “Admission Documents / Info” tab on the Applicant screen.
5. Advisor reviews the CRC/VSC results If:
  - a. the CRC/VSC issue date is invalid:
    - i. Complete and sign Section A of the Confirmation of Received, Reviewed and Assessed Documents (CRRAD) form (2nd representative signature required)
    - ii. Change CRC/VSC status to “Processed”.
    - iii. Delete the CRC and or VSC file from the K: admissions info/confidential folder
    - iv. Delete “Processed” from CRC/VSC status filed and uncheck CRC and or VSC received boxes in the database and makes a note within the database.
  - b. result is “negative” (no match found):
    - i. Complete and sign Section A of the CRRAD form (2nd representative signature required)
    - ii. Change CRC/VSC status to “Processed” and makes a note within the database.
    - iii. Deletes the record check(s) from the K: admissions info/confidential folder

- c. result is possible match:
    - i. advisor instructs the applicant to obtain a fingerprinted record check immediately
    - ii. change CRC/VSC status in database to “In Process” and makes a note within the database.
  
  - d. results are positive:
    - i. Initiate and sign Section A of the CRRAD Form
    - ii. change CRC/VSC status in database to “Under Review”
    - iii. advisor provides the program’s coordinator with the CRRAD form and results
    - iv. coordinator consults with accrediting institution and works with the advisor to make a decision:
      - 1. applicant is allowed admission into the program (maintains accepted status):
        - a. Program Coordinator completes and signs Section B of the CRRAD form. (checks the Recommend for Admission “Yes” box)
        - b. Advisor changes CRC/VSC status to “Processed” and makes a note in the database.
        - c. Advisor deletes the record check from the K: admissions info/confidential folder
        - d. applicant may be notified by advisor or coordinator of decision if necessary
  
      - 2. applicant is denied admission into the program:
        - a. Program Coordinator completes and signs Section B of the CRRAD form (checks the Recommend for Admissions “No” box)
        - b. Advisor changes CRC/VSC status to “Processed” and makes a note in the database.
        - c. advisor changes admission status to “R” for reason “results of record check,” and requests letter
        - d. Advisor deletes the record check from the K: admissions info/confidential folder
6. Forward all completed CRRAD forms to [applications@northlandscollge.sk.ca](mailto:applications@northlandscollge.sk.ca) for filing.



Section A – to be completed by Student Affairs			
Last Name	First Name		PSE#
Program Name		Program Location	
Item(s) Received / Reviewed	Date of Issue	Expiry Date (if applicable)	Assessed Item? (required, current, correct level/class. If no, explain in notes)
<input type="checkbox"/> Criminal Record Check	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Vulnerable Sector Check	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Driver's License - Class _____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Driver Abstract	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Other: _____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Notes: (ie: license rejected based on expiration date or insufficient Class, CRC rejected based on issue date)			
_____			
_____			
_____			
_____			
The item(s) indicated above have been reviewed and assessed.			
Assigned Adviser Signature		Date	
Secondary Representative Signature		Date	
<b>If item(s) cannot be assessed by the Secondary Representative complete Section B</b>			
Section B – to be completed by Programming			
The item(s) indicated above have been reviewed and assessed.		Recommended for Admission? Yes <input type="checkbox"/>	
		No <input type="checkbox"/>	
Notes: _____			
_____			
Program Coordinator Signature		Date	

Resources:

1. [Obtaining a CRC/VSC – La Ronge; Obtaining a CRC/VSC – all locations](#)
2. [Consent for Release of Police Information \(required\)](#)
3. [Consent for Vulnerable Sector Screening \(required in addition to above form 2. for programs requiring a VSC\)](#)