

APPENDIX A: RETENTION SCHEDULE

Related Policy/Procedure: Retention Procedure

Version: V1

Effective Date: 12/8/2021

Functional Area	Office of Primary Responsibility	Records Series	Description	Retention Period	Disposition Directions	PIB ¹	Rationale
All	All	Transitory records	Records of temporary usefulness in any format or medium, created or received by a public body in carrying out its activities, having no ongoing value beyond an immediate and minor transaction or the preparation of a subsequent record.	Saved until superseded or obsolete Instant messages, as transitory records, are deleted after 120 days	Destroy	No	Unless records contain personal information used to make a decision about a person, transitory records shall be destroyed as per business need Records with personal information used to make a decision about a person must be retained for at least one year

¹ Personal Information Bank

Functional Area	Office of Primary Responsibility	Records Series	Description	Retention Period	Disposition Directions	PIB ¹	Rationale
Administrative Management	Corporate Services	Freedom of Information and Protection of Privacy Act Requests	Records related to both access to information and protection of privacy requests	5 Years after request is closed	Destroy	Yes	<p>While the <i>Freedom of Information and Protection of Privacy Act</i> requires requests to be retained for 30 days after the request is closed, these requests are retained for longer than is required in order to provide references for other related requests</p> <p>Note: Conestoga is required to report on annual requests to the Information and Privacy Commissioner of Ontario</p>
Administrative Management	Facilities and Capital Development or Originating Office	Project Management	Records related to formal projects including project opening and closing documentation along with key project records including charters, risk registers, and other related materials	Saved until project ends	Transfer to Archives	No	<p>Archives to determine historic value</p> <p>Records may contain sensitive information impacting release for general research</p>
Administrative Management	Originating Office	Policies and procedures	Records related to the approved published policies, procedures, guidance and standards	Saved until superseded or obsolete	Policies and Procedures of significant impact to be transferred to Archives, the others will be destroyed	No	Due to their historic value and potential legal value, these records are to be permanently retained

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Administrative management	Safety and Security	Occupational health and safety certificates	Records of completion of basic occupational health and safety awareness training	6 months after employee leaves	Destroy	No	<i>Occupational Health and Safety Act</i> require the records be kept until 6 months after the employee has left employment
Communication	Marketing	Alumni Relations & Services	Records related to ongoing relationships with Conestoga alumni for many purposes including tracking, marketing, etc.	Permanently retain	Transfer to Archives	Yes	Archives to selectively retain based on historic value
Communication	Marketing	Audio-visual files	Images, videos, and other recordings of Conestoga events	Saved until superseded or obsolete	Transfer to Archives	No	Archives to determine historic value
Communication	Marketing	Communication files	Publications including announcements, brochures press relations, speeches, and other presentations	Saved until superseded or obsolete	Transfer to Archives	No	Archives to determine historic value
Communication	Marketing	Government and media relations	Records related to governmental relations at all levels along with media outlets	Saved until superseded or obsolete	Transfer to Archives	No	Archives to determine historic value
Communication	Marketing	Inter-Institutional Relations	Records related to relationships between Conestoga and other colleges and universities	Permanently retain	Transfer to Archives	No	Archives to selectively retain based on historic value

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Communication	Marketing / Originating office	Marketing and promotions	Records related to marketing campaigns and other promotional activities	Saved until superseded or obsolete Exception – Media release forms signed by individuals for promotional materials – these forms must be retained by the original office for 5 years	Transfer to Archives	No	Archives to determine historic value Media release forms to be destroyed after 5 years to meet both the standard limitation period (two years) along with business needs (five years)
Facilities	Facilities and Capital Development	Building Permits	Records related to the approval and rejection of building permits	Saved until superseded or obsolete	Transfer to Archives	No	As these records have historic value and potentially evidentiary value, they must be permanently retained
Facilities	Facilities and Capital Development	Event planning	Includes folios and reservations for guests, rentals or use of campus facilities for conferences and other related events	Saved until no longer needed	Destroy	No	No long-term historical value
Facilities	Facilities and Capital Development	Inventory	Records related to the tracking of equipment and furniture	6 Years + Current Fiscal Year	Destroy	No	As assets have a fiscal impact, Canada <i>Income Tax Regulations</i> requires 6 years after the current fiscal year
Facilities	Facilities and Capital Development	Leases	Records related to both the issuance and creation of leases	Saved until end of lease	Transfer to Archives	No	Archives to determine historic value

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Facilities	Safety and Security Services	Parking Administration	Records related to parking administration and permits	6 Years + Current Fiscal Year	Destroy	No	As these records may have an impact on taxable income, they must be retained for 6 years after the current fiscal year
Facilities	Safety and Security Services	Video recordings	Security cameras placed throughout Conestoga's properties record images and video for safety and security purposes	Not more than 30 days unless retained as part of a criminal investigation or court proceeding	Destroy All recordings made will, when no longer needed for a criminal investigation or court proceeding be destroyed beyond repair		Provides information for safety and security purposes- unless an investigation is ongoing camera footage should not be held longer than 30 days per the Privacy Commissioner of Ontario
Facilities	Safety and Security Services	Access control information	Access control system has been placed throughout the College to allow access to spaces for approved persons (managed via the One Card system)	Permanently retained		Yes	Provides evidence of access and use
Facilities	Safety and Security Services	Incident Management System	Records containing data on all occurrences Security responds to and investigates	Permanently retained		Yes	Due to the legal nature of the incidents stored there are legal cases which have no statute of limitations and thus must be permanently retained

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Finance	Finance	Accounts Payable	Includes requisitions, credit card bills, expense claims, invoices, travel expenses and other amounts owed	6 Years + Current Fiscal Year	Destroy	Yes	Canada <i>Income Tax Regulations</i> requires 6 years after the current fiscal year
Finance	Finance	Accounts Receivable	Includes income related records such as student billing, and other sources of income generation	6 Years + Current Fiscal Year	Destroy	Yes	Canada <i>Income Tax Regulations</i> requires 6 years after the current fiscal year
Finance	Finance	Audits	Includes annual, periodic, and investigative financial audits		Transfer to Archives	No	Archives to determine historic value
Finance	Finance	Banking Records	Includes bank statements, cash registers, bank authorizations, and other banking records	6 Years + Current Fiscal Year	Destroy	No	Canada <i>Income Tax Regulations</i> requires 6 years after the current fiscal year
Finance	Finance	Budgets	Includes Conestoga budgets with annual and capital plans Excludes departmental budgets	Selectively Retain	Transfer to Archives	No	Due to their historic value and potential legal value, some of these records are to be permanently retained based on assessment by the Archivist
Finance	Finance	Government Remittances	Records related to GST, PST, and other licensing fees	6 Years + Current Fiscal Year	Destroy	No	Canada <i>Income Tax Regulations</i> requires 6 years after the current fiscal year
Finance	Finance	Tax	Records related to tax receipts and annual filings	6 Years + Current Fiscal Year	Destroy	No	Canada <i>Income Tax Regulations</i> requires 6 years after the current fiscal year

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Finance	Finance	Trusts and Endowments	Records related to the management and commitments related to trusts and endowments and other planned giving	Permanently retain		Yes	<p>Due to both the legal and fiscal impacts, records should be permanently retained – Archives and Corporate Services to determine long-term repository based on business need</p> <p>Records may contain sensitive information impacting release for general research</p>
Finance	Payroll Services	Payroll files	Records related to the payment of staff or faculty including pay stubs, timesheets, payroll worksheets, overtime agreements and records, payroll deduction information, pension plan forms and statements, payroll registries, and payroll deduction data	3 Years unless otherwise specified by funding agreements	Destroy	Yes	<p><i>Employment Standards Act</i> requires payroll related records to be kept for 3 years after they were created, while some grant funding requires a longer retention period</p>
Governance	Corporate Services / President's Office	Board Committees	Records include agendas, reports, minutes, decisions, and other information related to committee structures and decisions	Fully retain	Transfer to Archives	No	<p>Due to their historic value and potential legal value, these records are to be permanently retained</p> <p>Records may contain sensitive information impacting release for general research</p>

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Governance	Corporate Services / President's Office	Board Meetings	Records include agendas, reports, minutes, decisions, and board member information	Fully retain	Transfer to Archives	No	Due to their historic value and potential legal value, these records are to be permanently retained Records may contain sensitive information impacting release for general research
Human Resources	Compensation and Benefits	Compensation and classification files	Records related to the classification and compensation of posts including promotion and salary reviews	Retain documentation related to the final decision and rationale for post classification for 20 years	Destroy	No	Provides reference value to business area
Human Resources	Human Resources	Grievance case files	Records related to the grieving of entitlement rules	Retain for 10 years	Destroy	Yes	No long-term value
Human Resources	Human Resources	Collective agreements	Records related to the finalization of agreements applicable with Conestoga	Permanently retain	Transfer to Archives	No	Long-term historic value

Functional Area	Office of Primary Responsibility	Records Series	Description	Retention Period	Disposition Directions	PIB ¹	Rationale
Human Resources	Human Resources	Leave files	Records related to an “employee taking pregnancy leave, parental leave, family medical leave, organ donor leave, family caregiver leave, critical illness leave, child death leave, crime-related child disappearance leave, domestic or sexual violence leave, sick leave, family responsibility leave, bereavement leave, emergency leave during a declared emergency, or an infectious disease emergency or reservist leave”	3 Years after the employee leaves	Destroy	Yes	<i>Employment Standards Act</i> requires leave records to be retained for 3 years after the day on which the leave expired, for Conestoga business purposes, all leave records are to be retained until 3 years after the employee leaves Conestoga
Human Resources	Human Resources	Employees WSIB files	Records include WSIB forms, claims, and other related documents	Permanently retain		Yes	Required for Conestoga business purposes
Human Resources	Human Resources	Pension and benefits	Records related to the accrual and disbursement of pension related benefits including beneficiaries, insurance and disability benefits	3 Years after Employee leaves	Transfer to Archives	Yes	Archives to determine historic value Records may contain sensitive information impacting release for general research

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Human Resources	Human Resources	Personnel files	All supporting documentation for individual employees, including resume / cv, consent forms, signed offer letters, birth certificates and other government identifications, academic credentials, probation report, performance reviews, professional development plans, letters of resignation, changes of address, vacation entitlements, absenteeism, disciplinary notes, and any other relevant employee information	at least 5 years after employee leaves	Destroy	Yes	<i>Employment Standards Act</i> requires files to be retained for 3 years after an employee leaves Conestoga's employment, but Conestoga business needs requires 5 years
Human Resources	Human Resources	Vacation entitlement files	Records related to the accrual and usage of vacation entitlements	Retained as not currently deletable	Destroy	Yes	<i>Employment Standards Act</i> requires vacation records to be retained for 5 years after they are made, and system does not currently allow deletion

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Human Resources	Human Resources / originating office	Organization and positions	Records include organigrammes, organization charts, re-organizations and position descriptions, along with equity, diversity and inclusion information related to the Conestoga workforce	5 Years	Transfer to Archives	No	Archives to determine historic value
Human Resources	Recruitment / Originating Office	Recruitment files	Records related to the recruitment of staff or faculty for positions including applications for employment, resumes / CVs, relevant correspondence, competition files, interview notes, job postings, and applicant lists	2 Year	Destroy	Yes	<i>Freedom of Information and Protection of Privacy Act</i> requires records containing personal information used to make a decision about a person to be retained for 1 year, but for business purposes Conestoga retains for 2 years Note: Reference checks are automated
Information Technology	Information Technology	Routine documents related to management of information technology	Routine records related to information technology including computer code, source/application code, design/technical specifications, requirements documents, project management documents, testing plans, training/ instructional materials, toolkits, and user guides	10 years	Destroy	No	No long-term value

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Information Technology	Information Technology	Strategic documents related to management of information technology	Strategic information technology planning and management documents including notes, briefs, fact sheets, case studies, lessons learned, corporate reports, technical references, system architecture document (SAD), and governance and oversight committee meetings	10 years	Destroy	No	No long-term value
Procurement Services	Procurement and Contract Services	Contracts for goods and services	Contracts for goods and services including contracts for services such as housekeeping, security, vending, landscaping and consulting services along with contracts for the purchase and service of equipment. The contracts could be short-term or long-term.	6 Years + Current Fiscal Year	Destroy	No	The contracts contain terms of service and legal terms applicable over the contract term and as such, the contracts serve as a reference point for both past and repeat business
Procurement Services	Procurement and Contract Services	Purchase Orders	Records used to assess and purchase goods and services- includes correspondence, purchase orders requisitions, quotes, price lists, and other related records	6 Years + Current Fiscal Year The OPR may retain some purchase orders for longer if related to high risk or high dollar amount items	Destroy	No	As these records may have an impact on taxable income, they must be retained for 6 years after the current fiscal year

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Procurement Services	Procurement and Contract Services	Quotes, tenders, requests for proposals and information	Records related to the processes involved in the soliciting quotes for goods and services including quotes, correspondence, tenders, and other related records	6 Years + Current Fiscal Year	Destroy	No	As these records may have an impact on taxable income, they must be retained for 6 years after the current fiscal year
Procurement Services	Procurement and Contract Services	Vendor files	Includes records related to the identification, approval, and ongoing review of Conestoga vendors	6 Years + Current Fiscal Year	Destroy	No	As these records may have an impact on taxable income, they must be retained for 6 years after the current fiscal year
Student Services	CCWIL	WSIB Declaration	Records documenting host organization WSIB coverage compliance Co-op Employers hiring a co-op student are required to declare WSIB coverage or alternative as part of the employer responsibility section. Exemption is for schedule 2 employers that are WSIB exempt.	Retain for 20 years	Destroy	No	Aligned with affiliation agreement retention period

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Student Services	CCWIL	Certificate of Insurance (COI)	Record confirming host organization has Commercial General Liability Insurance and the amount of that insurance Starting January 2022, COI will be collected for employers hiring a co-op student for a paid work term.	10 years after COI is no longer valid	Destroy	No	Reference value for business unit
Student Services	Corporate Services	Employer Responsibilities – Enhanced Safety Protocols	Employers acknowledge adherence to all health & safety particularly as it relates to operating during a pandemic i.e., providing personal protection equipment during Covid-19 Collected prior to the start of the co-op work term and field placement. Valid for the period of the work term e.g., 4-16 months. Validation is for the named student for the Work Term Record (WTR).	1 year after completion of the work term that the safety protocols were valid for	Destroy	No	Value is limited post work term completion

Student Services	Corporate Services	Employment Ontario (EO) Recruitment and Training records	<p>Employer Registration Records for recruiting and training purposes from the EO funded programs. Employment Ontario (Ministry of Labour Training & Skills Development - MLTSD) funded suite of programs (Employment Services, Canada-Ontario Job Grant, Youth Job Connection and Youth Job Connection Summer)</p> <p>Employer Records may also contain Training Incentive Placement Agreements. Confidential client registration records pertaining to client demographic, personal finances, SIN, socio-economic status, and if applicable self-identified disabilities or indigenous status.</p> <p>Planning and supports made available to access training & employment services.</p> <p>MLTSD requires access within 24 hour period to review and audit records. This also pertains to the financial records.</p>	7 Years Destroy		Yes	As outlined in the annual MLTSD contract in Record Maintenance, all records are to be maintained for a period of seven years from their creation
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Functional Area	Office of Primary Responsibility	Records Series	Description	Retention Period	Disposition Directions	PIB ¹	Rationale
Student Services	International Student Support Services	International student support files	Records related to the services provided to international students	Retain for 1 year after the student leaves	Selectively retain anonymized records that support trend analyses	Yes	<i>Freedom of Information and Protection of Privacy Act</i> requires records containing personal information used to make a decision about a person to be retained for 1 year – records kept for posterity must have personal information removed
Student Services	Library Services	Collection management	Records related to the strategies and their execution in terms of developing the library holdings	10 years	Destroy	No	Note: some records may be historically valuable for reporting and statistical purposes with personal information removed
Student Services	Library Services	Student academic misconduct records	Records relating to the investigation and adjudication of student academic misconduct	5 years	Destroy	Yes	<i>Freedom of Information and Protection of Privacy Act</i> requires records containing personal information used to make a decision about a person to be retained for 1 year - these requests are retained for longer than is required in order to support business needs as is documented in the <i>Academic Offences Policy</i>

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Student Services	Library Services	Patron records	Records related to the use of Conestoga library services	1 Year	Destroy	Yes	Note: some records may be historically valuable for reporting and statistical purposes with personal information removed
Student Services	Originating Office	Student support files	Records related to the provisioning and delivery of services to support student through their academic journeys	Retain for 1 year after the student leaves	Selectively retain anonymized records that support trend analyses	Yes	<i>Freedom of Information and Protection of Privacy Act</i> requires records containing personal information used to make a decision about a person to be retained for 1 year – records kept for posterity must have personal information removed

Functional Area	Office of Primary Responsibility	Records Series	Description	Retention Period	Disposition Directions	PIB ¹	Rationale
Student Services	Originating office	Graded student assignments	Completed student quizzes, tests, examinations, or other graded assignments	Where a graded assignment is in the custody of Faculty, then it should be kept for 1 year after the end of a semester and then destroyed If the graded assignment has been uploaded to eConestoga then Faculty can destroy any other copy immediately	Destroy	Yes	<i>Freedom of Information and Protection of Privacy Act</i> requires records containing personal information used to make a decision about a person to be retained for 1 year
Student Services	Registrarial Services	Student Applications	Records related to applications for enrollment with Conestoga as part of the admissions process	1 Year	Destroy	Yes	<i>Freedom of Information and Protection of Privacy Act</i> requires records containing personal information used to make a decision about a person to be retained for 1 year

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Student Services	Registrarial Services	Student awards and bursaries	Records relating to the disbursement of awards and grants including records related to verifying eligibility of students Does not include student loan documentation	6 Years + Current Fiscal Year	Destroy	No	As these records may have an impact on taxable income, they must be retained for 6 years after the current fiscal year
Student Services	Registrarial Services	Student files	Records containing data related to an individual who is associated with a program or course of study classified as academic including convocation records, demographic and/or financial – does not include records of health or health related information	20 years after a student leaves Conestoga	Transfer to Archives	Yes	Historical value
Student Services	Registrarial Services	OHS1320 – Grades and Student acknowledgements	Students must take OHS1320 prior to going on unpaid placements and proof of completion is required.	10 years after the student has left Conestoga	Destroy	Yes	As students often enter and reenter Conestoga programs, these records are kept for 10 years after the student has left to best support a student should they reenter
Student Services	Student Affairs	Student Risk acknowledgements during paid coop work during Covid pandemic	Records documenting student acknowledgement of risk associated with proceeding with a co-op work term, including during Covid pandemic	1 year after completion of the work term that the safety protocols were valid for	Destroy	No	Value is limited post work term completion

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Student Services	Student Affairs	Student Risk acknowledgements during unpaid placements during Covid pandemic	Records documenting student acknowledgement of risk associated with proceeding with an unpaid placement term, including during Covid pandemic	1 year after completion of the work term that the safety protocols were valid for	Destroy	No	Value is limited post work term completion
Student Services	Student Affairs	Accelerated PSW Training Program student data	Records related to the gathering and coalescing of personal information gathered from eligible domestic PSW students who received funding from the 2021 Government-Funded Reimbursement Initiative for the purpose of reporting to the Ministry of Health and Long-Term Care so that the provincial government can recover some of its funds from the federal government through the Workforce Development Agreement (WDA)	Records must be kept for 7 years and must be deleted at the end of the calendar year – the business unit requires notification of this action – reporting began in 2021 and is captured in Laserfiche	Destroy	Yes	Ministry of Health and Long-Term Care requires 7 years retention then deletion
Student Services	Student Affairs	Student Success Portal (Database)	Records containing notes related to student service area appointments (Student Success Advising, International Student Advising, tutoring, writing services etc.)	10 years	Destroy	Yes	Records provide the business with reference information that supports the student journey

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Student Services	Student Affairs	Student Concerns / Conduct (Advocate Database)	Records containing data related to an individual who is associated with a violation of the Student Rights and Responsibilities Policy/Procedure. May include paper records used prior to the implementation of the database.	10 years with exception	Destroy	Yes	Records provide the business with reference information that supports the student journey Exception -- Sexual and Gender Based Violence case notes must never be destroyed
Student Services	Student Affairs	Sexual and Gender Based Violence (Advocate Database)	Records containing data related to an individual who has witnessed or experienced sexual and or gender based violence	Fully retain	Destroy	Yes	Records provide important evidence and must not be destroyed
Student Services	Student Affairs	Administrative files related to accessibility services	Documentation confirming accessibility eligibility for Conestoga services. Records include individual education plans (IEPs), psycho-educational assessments, medical notes, health certificates, Disability verification forms (DVF's) [Financial Aid may act as the OPR for this form in particular], correspondence, notes, and other related documentation.	10 years	Destroy	Yes	Provides reference value to business area

Functional Area	Office of Primary Responsibility	Records Series	Description	Retention Period	Disposition Directions	PIB ¹	Rationale
Student Services	Student Health & Wellness Services	Student health records	Series includes records related to student health including clinical assessments, diagnoses, treatment plans, laboratory and diagnostic test results, referrals, admissions, and discharge reports medical history including past medical, family, social, medication, allergies, images such as abrasions, lumps and bumps, hives, other skin concerns, third-party insurance information, prescription drugs, requests: transfer of records, letters (sick notes, immigration support) and other documentation such as consents, psychoeducational assessments, learning disability forms, mental health questionnaires, and client demographics	Records must be retained for at least 10 years after the last entry for clients 18 years or older- or in the case of clients under 18 years, records must be kept for 10 years after the age of maturity	Destroy	Yes	<i>Personal Health Information Protection Act</i> requires records of personal health information to be kept for as long as needed to allow an individual to exhaust any legal recourse regarding an access request. A provision in the <i>Limitations Act, 2002</i> allows for some legal proceedings against physicians to be brought forward 15 years after the act or omission on which the claim is based took place. As a result, the College of Physicians and Surgeons of Ontario (CPSO) recommends retaining client records for at least 15 years.

Functional Area	Office of Primary Responsibility	Records Series	Description	Retention Period	Disposition Directions	PIB ¹	Rationale
Student Services	WIL Document Services	WIL Student requirements records	Health and non-health student documents required for WIL experience preparation, including Police Record/Vulnerable Sector checks, First Aid/CPR certifications, immunization records, TB tests, mask fit test results, completion of OHS1320 and student consent	10 years after the student has left Conestoga	Destroy	Yes	<i>Personal Health Information Protection Act</i> requires documents be kept 10 years after person reaches 18 years of age – Note - many students attend multiple programs; documents submitted originally may still require reference
Student Services	WIL Support Services	Affiliation Agreements	Records related to agreements between the College and Host Organizations for unpaid placements	Retain for 20 years	Destroy	No	Reference value for business unit

RELATED DOCUMENTS:

Records and Information Management Policy
Retention Schedule

REVISION LOG:

December 1, 2021 Academic Forum
December 8, 2021 Academic Coordinating Committee