

# **Time Limits for Official Records**

**Royal Roads University Records Retention and Classification System**

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# Advertising Management

## EXTERNAL RELATIONSHIPS > OUTREACH AND PROMOTION

### DESCRIPTION

Records relating to the advertising for the university. Includes advertisements, displays at tradeshow, television commercials, and records relating to promotional trips.

### REDIRECTS

For strategy relating to marketing, including trademarks, see [Marketing Management](#). For travel expenses, see [Procurement and Purchasing](#).

### RETENTION

Keep ads and the associated artwork for seven years from the date of record creation, then send to archives. Keep all other records for seven years from the date of record creation, then destroy.

### PERSONAL INFORMATION BANK

No.

### RATIONALE

Records relating to advertisements are sent to archives because they occupy the intersection of the institution and the public, and speak to the core mission of the university. Visual material can be used for creating compelling archival exhibits. Precedence: Royal Roads University, Queens, Athabasca, McGill.



# Donors and Advancement

## EXTERNAL RELATIONSHIPS > OUTREACH AND PROMOTION

### DESCRIPTION

Records relating to generating donations for RRU. Includes endowments, correspondence with donors, donation forms, planned giving, and campaigns to raise funds for RRU.

### REDIRECTS

For tax receipts, see [Tax Liability Management](#). For fundraising events, see [Event and Venue Management](#). For fundraising campaigns where the donors are RRU staff, see [Staff Engagement](#).

### RETENTION

Keep endowment records for seven years after the endowment ceases to provide income to RRU, then send to archives. Keep all other records for ten years after the date of record creation, then destroy.

### PERSONAL INFORMATION BANK

Yes.

### RATIONALE

Records relating to endowments are kept for archives as required by Income Tax Regulations (Income Tax Regulation CRC, c. 945 Part LVII). All other records are kept for ten years to facilitate relationship-building with donors, then destroyed to protect the privacy of donors. Precedence: Waterloo, University of Victoria, McGill, University of British Columbia.

# Future Student Engagement

## EXTERNAL RELATIONSHIPS > OUTREACH AND PROMOTION

### DESCRIPTION

Records pertaining to the recruitment and engagement of prospective students. Includes records relating to agents.

### REDIRECTS

For advertisements, see [Advertising Management](#). For the market analysis of academic programs see [Program Marketing Research](#). For marketing in general, see [Marketing Management](#).

### RETENTION

Keep records relating to a person who has expressed interest in attending Royal Roads for seven years from the date the person opts out of receiving emails, then destroy.

### PERSONAL INFORMATION BANK

Yes.

### RATIONALE

Records relating to prospective student engagement are kept for seven years to support staff knowledge. The program that automates the destruction of future student files is triggered by the date an applicant decides to opt out of receiving emails. Records are ultimately destroyed because high-level strategies relating to student engagement are captured elsewhere. Precedence: Toronto Metropolitan University, Waterloo.

# Marketing Management

## EXTERNAL RELATIONSHIPS > OUTREACH AND PROMOTION

### DESCRIPTION

Records relating to the activity of marketing RRU, including research, strategy, and trademarks.

### REDIRECTS

For marketing research relating to academic programs, see [Program Marketing Research](#). For advertisements, see [Advertising Management](#).

### RETENTION

Keep trademark records for seven years from the date of the trademark is no longer in use, then send to archives. Keep all other records for seven years, then destroy.

### PERSONAL INFORMATION BANK

No.

### RATIONALE

Records relating to trademarks are kept in perpetuity to support trademark claims. All other records are destroyed because the university's branding is captured in other records, namely *Media Relations* and *Advertising Management*. Precedence: Simon Fraser University, Athabasca.

# Media Relations

## EXTERNAL RELATIONSHIPS > OUTREACH AND PROMOTION

### DESCRIPTION

Records relating to media. Includes newsletters, the RRU website, profiles of RRU representatives (including board of governors), social media messages and mainstream media broadcasts.

### REDIRECTS

For records relating to the promotion of RRU to potential students and donors, see [Marketing Management](#).

### RETENTION

Keep records for seven years from the date of record creation, then send to archives.

### PERSONAL INFORMATION BANK

Yes.

### RATIONALE

Records are kept for seven years to support department knowledge, then sent to archives. Media content has archival value because it captures the way the university presented itself to the public, shedding light on the mission of the university. Precedence: Dalhousie University, McGill.

# Community Relationship Management

## EXTERNAL RELATIONSHIPS > RELATIONSHIP MANAGEMENT

### DESCRIPTION

Records relating to the building of relationships with groups outside of RRU, such as post-secondary institutions, community organizations, and Indigenous communities. Includes records relating to the awarding of an honorary degree.

### REDIRECTS

For support to Indigenous students, see [Indigenous Student Services](#). For fundraising for non-RRU entities, see [Staff Engagement](#). For industry partnerships, see [Industry Relationship Management](#).

### RETENTION

Keep records for seven years from the date of record creation, then send to archives.

### PERSONAL INFORMATION BANK

Yes.

### RATIONALE

Records documenting Royal Roads University's relationships to the wider community are kept for seven years to support department knowledge. They are sent to archives because they speak to one of the core function of the university, which is to perform a public service. Precedence: Dalhousie, Uvic, Queens.

# Government Relations Management

## EXTERNAL RELATIONSHIPS > RELATIONSHIP MANAGEMENT

### DESCRIPTION

Records relating to relationships with all levels of government.

### REDIRECTS

For the university's annual report to government, see [Institution Reporting](#). For budget letters, see [Budgeting and Costing](#).

### RETENTION

Keep records for seven years from the date of record creation, then destroy.

### PERSONAL INFORMATION BANK

No.

### RATIONALE

Records documenting to the relationship between universities and governments are kept for seven years to support department knowledge. Records are destroyed because information is captured in board records (Vision and Strategic Development). Precedence: Dalhousie, McGill.

# Industry Relationship Management

## EXTERNAL RELATIONSHIPS > RELATIONSHIP MANAGEMENT

### DESCRIPTION

Records relating to the development of relationships with those who work in industry.

### REDIRECTS

For patent applications, see [Commercialise Outcomes](#). For licensing agreements, see [Contract Management](#). For Co-operative education experiences, see [Student / Industry Partnerships](#). For guest speakers in courses, see [Course Administration](#).

### RETENTION

Keep records for seven years from the date of record creation, then destroy.

### PERSONAL INFORMATION BANK

Yes.

### RATIONALE

Records relating to university-industry relationships are kept for seven years to support department knowledge and to ensure tax requirements are met (Income Tax Act, R.S.C. 1985, c.1 (5th Supp.), s. 230(4)(b)). Records are ultimately destroyed because highlights are captured in Vision and Strategic Development. Precedence: Ontario Tech.

# Internal Stakeholder Management

## EXTERNAL RELATIONSHIPS > RELATIONSHIP MANAGEMENT

### DESCRIPTION

Records that capture input from stakeholders within RRU, such as staff, faculty, students, alumni, volunteers, and executives.

### REDIRECTS

For records relating to visioning exercises, see [Vision and Strategic Development](#). For records relating to retreats, see [Vision and Strategic Development](#).

### RETENTION

Keep records for seven years from the date of record creation, then destroy.

### PERSONAL INFORMATION BANK

Yes.

### RATIONALE

Records relating to internal stakeholder opinions are kept for seven years to support department knowledge. Records are ultimately destroyed because summaries are captured in reports to the Board of Governors. Precedence: Queens, McGill.



## **FINANCIAL SERVICES > FINANCIAL SERVICES**

### **DESCRIPTION**

Records relating to monies RRU owes to external parties. Includes signing authorities, cost centres, status reports, stipends, and transaction files.

### **REDIRECTS**

No redirects.

### **RETENTION**

Keep records for seven years from the date of record creation, then destroy.

### **PERSONAL INFORMATION BANK**

No.

### **RATIONALE**

Records relating to accounts payable are kept for seven years as required by the Income Tax Act (Income Tax Act, R.S.C. 1985, c.1 (5th Supp.), s. 230(4)(b)). Records are ultimately destroyed because major transactions are captured in other records. Precedence: University of Victoria, Simon Fraser University, Royal Roads University.

# **Accounts Payable**

## FINANCIAL SERVICES > FINANCIAL SERVICES

### DESCRIPTION

Records relating to monies owed to RRU. Used for tracking and reporting the receipt of funds payable to the department or unit, such as general revenues, tuition, fees for goods and services provided to external clients, and fines.

### REDIRECTS

For records relating to tuition and tuition waivers, see [General Ledger](#).

### RETENTION

Keep records for seven years from the date of record creation, then destroy.

### PERSONAL INFORMATION BANK

No.

### RATIONALE

Records relating to accounts receivables are kept for seven years as required by the Income Tax Act (Income Tax Act, R.S.C. 1985, c.1 (5th Supp.), s. 230(4)(b)). Precedence: University of Victoria, Simon Fraser University, Royal Roads University.

# Accounts Receivable

## FINANCIAL SERVICES > FINANCIAL SERVICES

### DESCRIPTION

Records relating to the financial management of moveable property owned by the university. Includes furniture, fixtures, boilers, chillers, and vehicles.

### REDIRECTS

For assets relating to intellectual property, see [Commercialise Outcomes](#). For building assets, see [Buildings and Facilities Management](#). For vehicle assets, see [Fleet Management](#).

### RETENTION

Keep records for seven years from the date the asset has been relinquished, then destroy.

### PERSONAL INFORMATION BANK

No.

### RATIONALE

Records relating to assets are kept for seven years as required by the Income Tax Act (Income Tax Act, R.S.C. 1985, c.1 (5th Supp.), s. 230(4)(b)). Precedence: Royal Roads University, Queens, Athabasca.

# Asset Management

# Audits

## FINANCIAL SERVICES > FINANCIAL SERVICES

### DESCRIPTION

Records that represent audits conducted by both internal and external parties.

### REDIRECTS

For audits of a financial nature, especially financial statements, see [Financial Reporting](#). For internal curriculum reviews, see [Curriculum Quality Management](#). For external curriculum reviews, see [Accreditation](#).

### RETENTION

Keep external audits for seven years, then send to archives. Keep all other audit records for seven years, then destroy.

### PERSONAL INFORMATION BANK

No.

### RATIONALE

Records relating to external audits are kept for seven years to support decision-making. They are ultimately sent to archives because they represent a concise summary of the university's operations. Internal audits are not kept for archives because the information is found in other records. Precedence: University of Victoria, Dalhousie University, McGill, Athabasca.

# Bank Management

## FINANCIAL SERVICES > FINANCIAL SERVICES

### DESCRIPTION

Records relating to the establishment, maintenance, and termination of university bank accounts. Includes deposits, bank reconciliations, and account statements.

### REDIRECTS

For records relating to charge cards and the exchange of money within RRU, see [Procurement and Purchasing](#). For records relating to nonsufficient funds, see [Accounts Receivable](#).

### RETENTION

Keep bank account documentation for seven years from the date of bank account closure. Keep all other bank information for seven years from the date of creation.

### PERSONAL INFORMATION BANK

No.

### RATIONALE

Records relating to bank management are kept for seven years as required by the Income Tax Act (Income Tax Act, R.S.C. 1985, c.1 (5th Supp.), s. 230(4)(b)). Precedence: Royal Roads University, University of Victoria, McGill, Queens, Waterloo.

# Budgeting and Costing

## FINANCIAL SERVICES > FINANCIAL SERVICES

### DESCRIPTION

Records that represent budgets (university and departmental), internal transfers, and budget letters from the government.

### REDIRECTS

For financial statements, see [Financial Reporting](#).

### RETENTION

Keep the university budgets and budget letters for seven years from the date of record creation, then send to archives. Keep all other records for seven years from the date of record creation, then destroy.

### PERSONAL INFORMATION BANK

No.

### RATIONALE

Records relating to budgets are kept for seven years as required by the Income Tax Act (Income Tax Act, R.S.C. 1985, c.1 (5th Supp.), s. 230(4)(b)). Budgets records are sent to archives because the distribution of funds can be used to understand the values and priorities of the university. Precedence: University of Victoria, McGill, Athabasca, Dalhousie.

## FINANCIAL SERVICES > FINANCIAL SERVICES

### DESCRIPTION

Records relating to the management of cash. Includes cash receipts, cash reports, petty cash, and cash management.

### REDIRECTS

For credit extended to external parties, see [Accounts Receivable](#). For tax receipts, see [Tax Liability Management](#). For bank management, see [Bank Management](#).

### RETENTION

Keep records for seven years after the date of record creation, then destroy.

### PERSONAL INFORMATION BANK

Yes.

### RATIONALE

Records relating to cash management are kept for seven years as required by the Income Tax Act (Income Tax Act, R.S.C. 1985, c.1 (5th Supp.), s. 230(4)(b)). Precedence: Royal Roads University, University of Victoria, Simon Fraser University.

# Cash Management

# Contract Management

## FINANCIAL SERVICES > FINANCIAL SERVICES

### DESCRIPTION

Records relating to contracts. Includes informal agreements, signed contracts, and case files on contractors.

### REDIRECTS

For requests for proposals, see [Procurement and Purchasing](#). For contracts between an employee and the university, see [Personnel Record Maintenance](#). For contracts relating to a commercial tenancy, see [Commercial Tenancy](#).

### RETENTION

Keep contracts relating to the federal property lease for two years from the date the contract expires, then send to archives. Keep all other contracts for seven years from the date the contract is no longer in effect, then destroy.

### PERSONAL INFORMATION BANK

Yes.

### RATIONALE

Records relating to contracts are kept for seven years to support tax claims (Income Tax Act, R.S.C. 1985, c.1 (5th Supp.), s. 230(4) (b) and the Limitation Act CHAPTER 13, s 6 (1)). The federal property lease is sent to archives because it documents an important agreement. All other contracts are destroyed because they no longer have value after expiry. Precedence: Simon Fraser University, BC Government, Royal Roads University, Queens.



**DESCRIPTION**

Records relating to the management of debt. Includes debt incurred by RRU, and debt owing to RRU through tuition and library fines.

**REDIRECTS**

No redirects.

**RETENTION**

Keep records for seven years after the date the debt has been settled, then destroy.

**PERSONAL INFORMATION BANK**

Yes.

**RATIONALE**

Records relating to debt management are kept for seven years as required by the Income Tax Act (Income Tax Act, R.S.C. 1985, c.1 (5th Supp.), s. 230(4)(b)). Precedence: Royal Roads University, Simon Fraser University.

# Debt Management

## FINANCIAL SERVICES > FINANCIAL SERVICES

### DESCRIPTION

Records that represent the analysis behind financial statements.

### REDIRECTS

For financial statements, see [Financial Reporting](#). For Budgets, see [Budgeting and Costing](#).

### RETENTION

Keep records for seven years from the date of record creation, then destroy.

### PERSONAL INFORMATION BANK

No.

### RATIONALE

Records relating to financial analysis are kept for seven years as required by the Income Tax Act (Income Tax Act, R.S.C. 1985, c.1 (5th Supp.), s. 230(4)(b)). Records are destroyed at the end of their designated lifespan because the information in these records are better represented in finalized financial statements. Precedence: Queens, Royal Roads University.

# Financial Analysis

# Financial Reporting

## FINANCIAL SERVICES > FINANCIAL SERVICES

### DESCRIPTION

Records that cover financial statements, especially those produced as a result of an audit.

### REDIRECTS

For records relating to the planning, development, and tracking of budgets, see [Budgeting and Costing](#).

### RETENTION

Keep financial statements seven years from the date of record creation, then send to archives. Keep all other records for seven years from the date of record creation, then destroy.

### PERSONAL INFORMATION BANK

No.

### RATIONALE

Records relating to financial statements are kept for seven years as required by the Income Tax Act (Income Tax Act, R.S.C. 1985, c.1 (5th Supp.), s. 230(4)(b)). Records are sent to archives at the end of their designated lifespan because financial statements are one of the most complete and accurate representations of the financial situation in an institution. Precedence: University of Victoria, Queens, Waterloo, McGill.

**DESCRIPTION**

Records relating to the general ledger, which records each financial transaction within the university. Records include sub-ledgers, chart of accounts, tuitions, tuition waivers, residence fees, transactions with vendors, income, distribution reports, and trial balances.

**REDIRECTS**

No redirects.

**RETENTION**

Keep records for seven years from the date of record creation, then send to archives.

**PERSONAL INFORMATION BANK**

No.

**RATIONALE**

Records relating to the general ledger are kept for seven years as required by the Income Tax Act (Income Tax Act, R.S.C. 1985, c.1 (5th Supp.), s. 230(4)(b)). Records are sent to archives at the end of their designated lifespan because the general ledger is one of the most complete and accurate representations of the financial situation in an institution. Precedence: University of Victoria, McGill, Dalhousie, University of Toronto.

# General Ledger

# Insurance

## FINANCIAL SERVICES > FINANCIAL SERVICES

### DESCRIPTION

Records relating to insurance, including extended health insurance for students, auto insurance, and property insurance. Includes reports, processing of requests, and risk management assessments.

### REDIRECTS

For staff health insurance, see [Benefits Management](#). For WorkSafeBC claims, see [Health and Safety](#). For contracts with service providers, see [Contract Management](#).

### RETENTION

Keep claims for seven years from the date the claim is settled, then destroy. Keep all other records for seven years from the date of record creation, then destroy.

### PERSONAL INFORMATION BANK

Yes.

### RATIONALE

Records relating to insurance are kept for seven years as required by the Income Tax Act (Income Tax Act, R.S.C. 1985, c.1 (5th Supp.), s. 230(4)(b)). Records are destroyed at the end of their designated lifespan because insurance information is better captured in finalized financial statements. Precedence: Royal Roads University, Dalhousie, McGill.

# Investment Management

## FINANCIAL SERVICES > FINANCIAL SERVICES

### DESCRIPTION

Records relating to investments. Includes correspondence, details on the investment's progress, and records that document proof that the investment has been acquired.

### REDIRECTS

For records relating to the process of administering pensions to employees, see [Pension Management](#).

### RETENTION

Keep proof that an investment has been acquired seven years from the date of divestment, then send to archives. Keep all other records for seven years from the date of record creation, then destroy.

### PERSONAL INFORMATION BANK

No.

### RATIONALE

Proof of investments are kept for seven years after the date of divestment to ensure right of returns. Records unrelated to the proof of investment are kept for seven years after the date of creation as per the Income Tax Act (Income Tax Act, R.S.C. 1985, c.1 (5th Supp.), s. 230(4)(b)). Investment records are not kept for archives because the information is captured in the general ledger. Precedence: University of Victoria, Waterloo, Queens.

# Procurement and Purchasing

## FINANCIAL SERVICES > FINANCIAL SERVICES

### DESCRIPTION

Records relating to procurements and purchasing. Includes purchase orders, requisitions, quotes, price lists, charge cards, request for proposals and emergency purchases.

### REDIRECTS

For records relating to contracts, see [Contract Management](#). For contractor case files, see [Contract Management](#). For records relating to discount cards for staff, students and alumni, see [Internal Stakeholder Management](#).

### RETENTION

Keep records for seven years from the date of record creation, then destroy.

### PERSONAL INFORMATION BANK

Yes.

### RATIONALE

Records relating to procurements and purchasing are kept for seven years as required by the Income Tax Act (Income Tax Act, R.S.C. 1985, c.1 (5th Supp.), s. 230(4)(b)). Purchasing records are not kept for archives because the information they contain can be found in the general ledger. Precedence: Queens, Royal Roads University, Simon Fraser University, McGill.

# Tax Liability Management

## FINANCIAL SERVICES > FINANCIAL SERVICES

### DESCRIPTION

Records relating to the management of taxes. Includes T4s, T2202s, tax remittances (PST and GST), charitable tax returns, and property taxes.

### REDIRECTS

No redirects.

### RETENTION

Keep records for seven years from the date of record creation, then destroy.

### PERSONAL INFORMATION BANK

No.

### RATIONALE

Records relating to taxes are kept for seven years as required by the Income Tax Act (Income Tax Act, R.S.C. 1985, c.1 (5th Supp.), s. 230(4)(b)). Records are destroyed at the end of their designated lifespan because tax information is better captured in finalized financial statements. Precedence: Simon Fraser University, Royal Roads University, University of Victoria, Waterloo.



# Legal and Legislative Compliance

## GOVERNANCE > COMPLIANCE

### DESCRIPTION

Records that represent directives, regulation, bills, and legislation.

### REDIRECTS

For budget letters see [Budgeting and Costing](#). For collaborations between government and universities, see [Government Relations Management](#).

### RETENTION

Keep records for five years after the directive has been replaced with a newer version of itself, then destroy.

### PERSONAL INFORMATION BANK

No.

### RATIONALE

Records relating to legislation are kept for five years to support staff knowledge. Records are ultimately destroyed because legislation is publically available. Precedence: Royal Roads University, McGill.

## GOVERNANCE > COMPLIANCE

### DESCRIPTION

Records that represent policies.

### REDIRECTS

For policy development records, see [Issues Management](#).

### RETENTION

Keep policies for seven years from the date the document is no longer in effect, then send to archives.

### PERSONAL INFORMATION BANK

No.

### RATIONALE

Records relating to policies are kept because they can be used to resolve disputes. They are then kept for archives, as they facilitate the interpretation of other records. Precedence: University of Victoria, Simon Fraser University, Queens.

# Policy Management

# Procedure management

## GOVERNANCE > COMPLIANCE

### DESCRIPTION

Records representing procedures and records generated in policy administration.

### REDIRECTS

For policy, see [Policy Management](#).

### RETENTION

Keep major procedures such as those signed off by a director or published on the university website, for seven years from the date the document is no longer in effect, then send to archives. Keep minor procedures, such as memory aids for an office, for seven years from the date the document is no longer in effect, then destroy.

### PERSONAL INFORMATION BANK

No.

### RATIONALE

Minor procedures are kept for seven years to support staff knowledge. Major procedures are sent to archives to ensure long-term availability and to meet legislative requirements (Royal Roads University Act [RSBC 1996] CHAPTER 409 s 10; University Act [RSBC 1996] CHAPTER 468 s 27 (f)). Precedence: Simon Fraser University, McGill, Athabasca.

# Complaint and Compliment Management

## GOVERNANCE > ISSUES

### DESCRIPTION

Records representing complaints and compliments. Includes complaints which inform the university's accessibility plan.

### REDIRECTS

For major complaints, defined as those that saw the intervention of the ombudsperson or a lawyer, see [Dispute Resolution](#).

### RETENTION

Keep records for three years from the date of record creation, then destroy.

### PERSONAL INFORMATION BANK

No.

### RATIONALE

Records relating to complaints and compliments are kept for three years to help staff find patterns. Records are ultimately destroyed because once resolved, the documentation of a complaint has no value. Complaints relating to accessibility are captured in reports. Precedence: Royal Roads University, Dalhousie, Queens.

# Dispute Resolution

## GOVERNANCE > ISSUES

### DESCRIPTION

Records relating to dispute resolution. Covers disputes involving staff, students, faculty, and executive. Includes workplace conflict, sexual harassment, legal investigations, human rights issues, equity issues, and union grievances.

### REDIRECTS

For misconduct in research, see [Researcher Misconduct](#). For misconduct in student work, see [Student Misconduct](#).

### RETENTION

Keep records relating to sexual misconduct or minors for twenty years after the date of record creation, then destroy, unless both parties agree in writing to send files to archives. Keep all other records for five years from the date that marks the beginning of the dispute, then destroy, unless both parties agree in writing to send files to archives.

### PERSONAL INFORMATION BANK

Yes.

### RATIONALE

Records relating to disputes involving sexual misconduct or minors are kept for twenty years to support legal proceedings (Limitation Act [SBC 2012] CHAPTER 13 s 3 (1) and Human Rights Code [RSBC 1996] CHAPTER 210 22 (1)). Records are destroyed to protect the privacy of the involved parties. Precedence: Royal Roads University, University of Victoria, Queens.

# Issues Management

## GOVERNANCE > ISSUES

### DESCRIPTION

Records relating to issues management, including briefing notes, position papers, policy development, and recommendations for decision.

### REDIRECTS

For finalized policies, see [Policy Management](#). For records pertaining to legal matters, see [Legal Advisory](#).

### RETENTION

Keep records for seven years from the date of record creation, then send to archives.

### PERSONAL INFORMATION BANK

No.

### RATIONALE

Records relating to issues management are kept for seven years to facilitate problem-solving. They are ultimately sent to archives because they represent a concise summary of an important aspect of university operations. Precedence: BC Government, Royal Roads University, Dalhousie.

# Legal Advisory

## GOVERNANCE > ISSUES

### DESCRIPTION

Records representing advice from legal counsel, as well as records pertaining to legal cases involving RRU.

### REDIRECTS

No redirects.

### RETENTION

Keep records for seven years from the date of record creation, then send to archives.

### PERSONAL INFORMATION BANK

Yes.

### RATIONALE

Records relating to legal matters are kept for seven years to support decision-making. Opinions are ultimately sent to archives because they may be needed to contextualize past decisions.

Precedence: Simon Fraser University, UBC, University of Victoria, Athabasca.

# Business Continuity Management

## GOVERNANCE > PLANNING

### DESCRIPTION

Records relating to disaster recovery. Includes plans and initiatives to facilitate the survival of people on campus at the time of the disaster, as well as recovery plans to restart the operations of the university after the emergency takes place.

### REDIRECTS

No redirects.

### RETENTION

Keep plans for two years from the date the plan has been replaced by a newer version of itself, then send to archives. Keep all other records for seven years, then destroy.

### PERSONAL INFORMATION BANK

No.

### RATIONALE

Records relating to disaster recovery plans are kept for two years until no longer needed to support department knowledge. Plans are ultimately sent to archives because they describe the essential aspects of the university. Other records are ultimately destroyed because the information is captured more concisely elsewhere. Precedence: Royal Roads University, University of Victoria, Dalhousie.



# Risk Management

## GOVERNANCE > PLANNING

### DESCRIPTION

Records relating to the management of risk, including information security risks.

### REDIRECTS

For the monitoring of risk, see [Monitoring and Evaluation](#). For risks relating to insurance, see [Insurance](#). For records that describe an issue, see [Issues Management](#).

### RETENTION

Keep records for seven years from the date of record creation, then destroy.

### PERSONAL INFORMATION BANK

No.

### RATIONALE

Records relating to risks are kept for seven years to meet the two-year requirement of the Limitation Act [SBC 2012] CHAPTER 13, s 6 (1). Records relating to risk are ultimately destroyed because (a) it is unlikely that a seven-year old risk assessment will retain its relevance and (b) risk assessments are generally reflected in other records, such as *Policy management*, *Issues management*, *Legal Advisory*, and *Dispute Resolution*. Precedence: Dalhousie, Athabasca, BC Government.

# Strategic Plans

## GOVERNANCE > PLANNING

### DESCRIPTION

Records relating to strategic plans and operating plans. Includes key performance indicators, and plans relating to a specific aspect of the university (campus, capital, education).

### REDIRECTS

For the planning of retreats, see [Vision and Strategic Development](#).

### RETENTION

Keep records for seven years from the date of creation, then send to archives.

### PERSONAL INFORMATION BANK

No.

### RATIONALE

Records relating to strategic plans are kept for seven years to support staff knowledge. Records are ultimately sent to archives because they document the overall direction of the university. Precedence: Dalhousie, University of Victoria, Royal Roads University.

# Vision and Strategic Development

## GOVERNANCE > PLANNING

### DESCRIPTION

Records relating to the development of a vision for the university or a department. Includes meeting minutes of the Board of Governors and Executive, retreat planning, agendas, visioning exercises, and projects.

### REDIRECTS

For strategic plans, see [Strategic Plans](#). For bios representing board of governor members, see [Media Relations](#). For records relating to the committee on appeals, see [Student Misconduct](#).

### RETENTION

Keep records for seven years from the date of creation, then send to archives.

### PERSONAL INFORMATION BANK

No.

### RATIONALE

Records relating to the vision and strategic development of the university are kept for archives because they document the core mission of the university and to meet legislative requirements (Royal Roads University Act, RSBC 1996, c 409 ss 2.3 (1)); Income Tax Regulation CRC, c 945 Part LVII). Precedence: University of Victoria, Simon Fraser University, Royal Roads University.

## HUMAN RESOURCES > HUMAN RESOURCES

### DESCRIPTION

Records documenting employee enrolment in benefits programs. Includes extended health and life insurance.

### REDIRECTS

For contracts with benefit providers, see [Contract Management](#). For records relating to long-term disability, see [Leave Management](#). For professional development, see [Employee Performance Management](#).

### RETENTION

Keep records for 7 years from the employee's last day of coverage, then destroy.

### PERSONAL INFORMATION BANK

Yes.

### RATIONALE

Records relating to benefits are kept for seven years as required by the Income Tax Act (Income Tax Act, R.S.C. 1985, c.1 (5th Supp.), s. 230(4)(b)), and to support staff decision-making. Records are ultimately destroyed to protect the privacy of employees. Precedence: Waterloo, University of Victoria, University of British Columbia.

# Benefits Management

## HUMAN RESOURCES > HUMAN RESOURCES

### DESCRIPTION

Records relating to the organization and administration of university elections.

### REDIRECTS

For job applications, job offers, and curriculum vitae, see [Personnel Record Maintenance](#).

### RETENTION

Keep election ballots for four months from the date of the election, then destroy. Keep all other election records for seven years from the date of the election, then destroy.

### PERSONAL INFORMATION BANK

Yes.

### RATIONALE

Records representing anonymous, completed election ballots are destroyed after four months because the motion to conduct a recount is not likely to be raised after the four-month mark. Records relating to the running of the election are kept for seven years to support the administrative task of running the next election, which occurs in three-year cycles according to Royal Roads University Act [RSBC 1996] CHAPTER 409 s 6 (2).  
Precedence: Simon Fraser University.

# Election Planning

# Employee Performance Management

## HUMAN RESOURCES > HUMAN RESOURCES

### DESCRIPTION

Records representing a performance evaluation. Includes staff performance plans and evaluations, teaching and innovation awards, as well as records generated during a tenure review process.

### REDIRECTS

For student reviews of instructors, see [Learning and Teaching Assessment](#). For honorary degree awards, see [Community Relationship Management](#).

### RETENTION

Keep performance-related records seven years from the employee's last day of work, then destroy.

### PERSONAL INFORMATION BANK

Yes.

### RATIONALE

Records relating to employee performance and awards are retained for the duration of the employee's career to support human resources. Records are ultimately destroyed to protect the privacy of employees. Precedence: Simon Fraser University.

# Health and Safety

## HUMAN RESOURCES > HUMAN RESOURCES

### DESCRIPTION

Records relating to occupational health and safety.

### REDIRECTS

For records relating to vehicle maintenance, see [Fleet Management](#). For records relating to serious accidents and injuries, see [Leave Management](#).

### RETENTION

Keep records that pertain to the safety of individual employees, including fit tests, training, and risk assessments of the worker's environment, for ten years from the employee's last day of work, then destroy. Keep all other records for seven years from the date of record creation, then destroy.

### PERSONAL INFORMATION BANK

Yes.

### RATIONALE

Records relating to risk assessment, training and equipment checks are kept for ten years to ensure compliance with various Occupational Health and Safety Regulation, (B.C. Reg. 296/97 3.19, 5.59, and 6.32). Records are also kept for the duration of the career of the worker to ensure patterns of poor safety are detected. Precedence: University of Victoria, University of British Columbia.

# Human Resources Support

## HUMAN RESOURCES > HUMAN RESOURCES

### DESCRIPTION

Records representing support and advice relating to human resources matters.

### REDIRECTS

For finalized decisions relating to an individual's employment, see [Personnel Record Maintenance](#).

### RETENTION

Keep records for five years from the date of record creation, then destroy.

### PERSONAL INFORMATION BANK

Yes.

### RATIONALE

Records relating to routine human resources support and advice are kept for five years to support staff knowledge. Records are ultimately destroyed because information is better captured in other records. Precedence: Simon Fraser University, UBC.



## HUMAN RESOURCES > HUMAN RESOURCES

### DESCRIPTION

Records that document employee leave (leave of absence, exchange, sick leave, long-term disability leave, and parental leave). Includes WorkSafeBC claims.

### REDIRECTS

No redirects.

### RETENTION

Keep records for seven years from the employee's last day of work, then destroy.

### PERSONAL INFORMATION BANK

Yes.

### RATIONALE

Records relating to leave management are kept for seven years after the employee's last day of work because an injury sustained in the workplace may present later, and keeping such records supports an employee's WorkSafeBC claim. Records are ultimately destroyed to protect the privacy of employees. Precedence: Queens, Ontario Tech, Uvic.

# Leave Management

# Organizational Design

## HUMAN RESOURCES > HUMAN RESOURCES

### DESCRIPTION

Records relating to organizational design and change management. Includes planning documents for changes, copies of new legislation and regulations, job position descriptions, group reclassification appeals, salary surveys, and reviews of the overall salary structure.

### REDIRECTS

For appeals to review the salary of an individual, see [Personnel Record Maintenance](#).

### RETENTION

Keep organizational charts, mission statements, and job position descriptions for seven years from the date of record creation, then send to archives. Keep all other records for seven years from the date of record creation, then destroy.

### PERSONAL INFORMATION BANK

No.

### RATIONALE

Records representing organizational charts, job descriptions, and mission statements are sent to archives because they have the capacity to provide an overview of Royal Roads University and thus contextualize other records. Precedence: Royal Roads University, BC Government, Ontario Tech, Dalhousie.

## HUMAN RESOURCES > HUMAN RESOURCES

### DESCRIPTION

Records relating to an employee's pay, work schedule, and basic leave information.

### REDIRECTS

For more detailed records relating to leave situations, including medical documentation relating to long-term disability, see [Leave Management](#). For records relating to promotion and evaluation, see [Employee Performance Management](#). For a history of the formal communication between an employee and RRU, including appeals for salary review, see [Personnel Record Maintenance](#).

### RETENTION

Keep records for 7 years from the employee's last day of work, then destroy.

### PERSONAL INFORMATION BANK

Yes.

### RATIONALE

Payroll records are kept for seven years to satisfy section 28(2) of the Employment Standards Act, R.S.B.C. 1996, c. 113, and the Income Tax Act (Income Tax Act, R.S.C. 1985, c.1 (5th Supp.)), s. 230(4)(b)). Precedence: University of Victoria, McGill.

# Payroll Management

## HUMAN RESOURCES > HUMAN RESOURCES

### DESCRIPTION

Records relating to the administration of pensions, including documentation that captures the first and last day of work for an employee, as well as any significant disruptions of service.

### REDIRECTS

For records relating to the contract with a pension carrier, see [Contract Management](#). For records relating to legal opinions, see [Legal Advisory](#). For policies, see [Policy Management](#). For records relating to reporting, see [Institution Reporting](#). For records relating to investments, see [Investment Management](#).

### RETENTION

Keep employee pension records for one hundred years from the employee's last day of work, then destroy.

### PERSONAL INFORMATION BANK

Yes.

### RATIONALE

Pensions summarize an employee's start date, end date, and significant interruptions of service, which is essential for the resolution of lawsuits. Pensions can also be passed onto young children, which means the record may hold relevance for 100 years. The retention also satisfies the Income Tax Act (Income Tax Act, R.S.C. 1985, c.1 (5th Supp.), s. 230(4)(b)). Precedence: Waterloo, Queens.

# Pension Management

# Personnel Record Maintenance

## HUMAN RESOURCES > HUMAN RESOURCES

### DESCRIPTION

Records that document major decisions relating to the employment of a RRU employee or volunteer. Includes job applications, offers of employment, promotions, salary appeals, research misconduct, major health and safety incidents, and emergency contact information.

### REDIRECTS

For leave management issues, including medical files relating to long-term disability, see [Leave Management](#). For advice and support relating to human resources matters, see [Human Resources Support](#). For conflict management issues, see [Dispute Resolution](#). For reviews of the overall salary structure, see [Organizational Design](#). For contractor case files, see [Contract Management](#).

### RETENTION

Keep records for seven years from the employee's last day of work, then destroy.

### PERSONAL INFORMATION BANK

Yes.

### RATIONALE

Records relating to employees are kept for the duration of the employee's career to shed context on issues. Information is ultimately destroyed to protect the privacy of employees. Precedence: University of Victoria, Waterloo.

# Staff Engagement

## HUMAN RESOURCES > HUMAN RESOURCES

### DESCRIPTION

Records relating to staff engagement. Includes staff appreciation events and charitable campaigns where the recipient of the charity is external to Royal Roads.

### REDIRECTS

For event planning unrelated to staff engagement, see [Event and Venue Management](#).

### RETENTION

Keep records for seven years from the date of record creation, then destroy.

### PERSONAL INFORMATION BANK

Yes.

### RATIONALE

Records relating to the financial aspect of charitable campaigns are kept for seven years because corporations and individuals donating to charity are eligible for a tax deduction, making the records subject to the provisions of the Income Tax Act, R.S.C. 1985, c.1 (5th Supp.), s. 230(4)(b). Records are ultimately destroyed because evidence of staff engagement can be found in the *Media Relations category*. Precedence: Dalhousie University, BC Government, Queens University.

## HUMAN RESOURCES > HUMAN RESOURCES

### DESCRIPTION

Records relating to the process of running a job competition, including the search for executive positions. Includes job offers, correspondence, interviewer notes, exams, and posting request forms.

### REDIRECTS

For descriptions of job positions, see [Organizational Design](#). For applications, letters of reference and curriculum vitae, see [Personnel Record Maintenance](#).

### RETENTION

Keep the records of successful applicants for seven years after they have left the organization, then destroy. Keep the records of unsuccessful applicants for two years from the date of record creation, then destroy.

### PERSONAL INFORMATION BANK

Yes.

### RATIONALE

Records relating to competitions to satisfy the one-year requirement of the Freedom of Information and Protection of Privacy Act [RSBC 1996] CHAPTER 165 s 31. Records of successful applicants are kept to meet the Immigration and Refugee Protection Regulations (SOR/2002-227) s 209.2 (1). Precedence: University of Victoria, McGill, Dalhousie, University of British Columbia.

# Staff Recruitment

# Training and Development

## HUMAN RESOURCES > HUMAN RESOURCES

### DESCRIPTION

Records relating to the training and development of skills relevant to the workplace. Includes the instructor's copy of workshop material, PowerPoints, and certificates of completion. Includes training for information technology software.

### REDIRECTS

For safety training, see [Health and Safety](#). For records relating to staff performance plans and evaluations, see [Employee Performance Management](#).

### RETENTION

Keep records for seven years from the date of creation, then destroy.

### PERSONAL INFORMATION BANK

No.

### RATIONALE

Records relating to training are kept for seven years to support the development of new training material. Records are ultimately destroyed because the information is generally not specific to RRU. Precedence: University of Victoria, Dalhousie University.



# Workforce Relations Management

## HUMAN RESOURCES > HUMAN RESOURCES

### DESCRIPTION

Records relating to labour groups. Includes group agreements, negotiations, and group grievances.

### REDIRECTS

For records relating to individual grievances and arbitration, see [Dispute Resolution](#).

### RETENTION

Keep the official copy of bargaining agreements for seven years from the date of the agreement is no longer in effect, then send to archives. Keep all other records for seven years from the date of record is no longer needed, then destroy.

### PERSONAL INFORMATION BANK

No.

### RATIONALE

Records relating to labour groups agreements are kept to support the interpretation of subsequent agreements, the resolution of disputes, and Income Tax requirements (Income Tax Act, R.S.C. 1985, c.1 (5th Supp.), s. 230(4)(b); Income Tax Regulation, C.R.C., c. 945, 3. 5800). Bargaining agreements are sent to archives because faculty conditions speak to the core mission of the university, education. Precedence: McGill, University of Victoria.

## HUMAN RESOURCES > HUMAN RESOURCES

### DESCRIPTION

Records relating to the reporting of workforce statistics, including equity compliance reports and accessibility reports.

### REDIRECTS

No redirects.

### RETENTION

Keep records for seven years from the date of record creation, then send to archives.

### PERSONAL INFORMATION BANK

No.

### RATIONALE

Records relating to workforce statistics are kept for seven years to support department knowledge and to show that Royal Roads University is meeting its obligations under the Employment Equity Act S.C. 1995, c. 44 17. Records are sent to archives as they can be used to contextualize other records. Precedence: University of Victoria, Queens, Ontario Tech, Waterloo, McGill.

# Workforce Reporting

# Align, Plan and Organize

## INFORMATION AND TECHNOLOGY > INFORMATION AND TECHNOLOGY

### DESCRIPTION

Records relating to the planning of information technology projects. Includes research, standards, and plans.

### REDIRECTS

For projects that involve significant workforce restructuring, see [Organizational Design](#).

### RETENTION

Keep records for seven years from the date of record creation, then destroy.

### PERSONAL INFORMATION BANK

No.

### RATIONALE

Records relating to information technology project planning are kept for seven years to support the planning of future projects. Record are ultimately destroyed because evidence of the project can be found in other records, such as *Strategic Plans*, and *Vision and Strategic Development*. Precedence: Royal Roads University, Dalhousie, Athabasca.

# Build, Acquire and Implement

## INFORMATION AND TECHNOLOGY > INFORMATION AND TECHNOLOGY

### DESCRIPTION

Records relating to the building, acquisition, and implementation of information technology projects and services.

### REDIRECTS

For projects that involve significant workforce restructuring, see [Organizational Design](#). For information technology training, see [Training and Development](#).

### RETENTION

Keep records for two years from the date the system or service has been decommissioned, then destroy.

### PERSONAL INFORMATION BANK

No.

### RATIONALE

Records relating to information technology projects are kept for two years from the date of decommission to ensure that records pertaining to the maintenance and troubleshooting are available when needed. Record are ultimately destroyed because evidence of the project can be found in other records, such as those falling under the categories Strategic Plan, and Vision and Strategic Development. Precedence: BC Government, Royal Roads University, Athabasca.

# Delivery, Service and Support

## INFORMATION AND TECHNOLOGY > INFORMATION AND TECHNOLOGY

### DESCRIPTION

Records that represent routine support and services offered in relation to information technology products. Includes service requests and the delivery of routine services.

### REDIRECTS

For the delivery of a new information technology services, see [Build, Acquire and Implement](#). For information technology training, see [Training and Development](#). For the maintenance of equipment unrelated to information technology, see either [Buildings and Facilities Management](#) or [Research Infrastructure Management](#).

### RETENTION

Keep records for seven years from the date of record creation, then destroy.

### PERSONAL INFORMATION BANK

Yes.

### RATIONALE

Records relating to the routine support of information technology products are kept for seven years to allow patterns of issues to surface. Records are ultimately destroyed because major IT issues are captured in briefing notes. Precedence: BC Government, Athabasca University.

# Information Search and Discovery

## INFORMATION AND TECHNOLOGY > INFORMATION AND TECHNOLOGY

### DESCRIPTION

Records relating to the search and retrieval of records. Covers *Freedom of Information (FOI)* requests, inquiries into the archival collection, requests from ICBC for auto information, and privacy requests. Includes requests and a copy of the returned records.

### REDIRECTS

No redirects.

### RETENTION

Keep requests which saw the intervention of the Office of the Privacy Commissioner or a judicial body for seven years from the date of the initial request, then send to archives. Keep all other records for seven years from the date of record creation, then destroy.

### PERSONAL INFORMATION BANK

Yes.

### RATIONALE

Records relating to Freedom of Information requests are kept for seven years to allow patterns of requests to surface. Records that saw the intervention of an oversight authority are kept for archives because they speak to the university's accountability to the public. All other records are destroyed because they are routine. Precedence: BC Government, University of Victoria, Queens, Dalhousie.

# Information Security Management

## INFORMATION AND TECHNOLOGY > INFORMATION AND TECHNOLOGY

### DESCRIPTION

Records relating to the management of privacy. Includes projects, external review documentation, and records relating to privacy investigations.

### REDIRECTS

For requests to see private information, see [Information Search and Discovery](#). For personal information bank directories, see [Records Management](#). For security relating to information technology, see [Monitoring and Evaluation](#).

### RETENTION

Keep records relating to investigations of the privacy commissioner, and precedent-setting privacy matters, seven years from the date of record creation, then send to archives. Keep all other records for seven years from the date of record creation, then destroy.

### PERSONAL INFORMATION BANK

No.

### RATIONALE

Record relating to privacy are kept for seven years to support staff knowledge. Precedent-setting cases are sent to archives because they shape the direction and practices of the university. Less significant cases are destroyed because they are routine.

Precedence: University of Victoria, Simon Fraser University, BC Government.

# Institution Analysis

## INFORMATION AND TECHNOLOGY > INFORMATION AND TECHNOLOGY

### DESCRIPTION

Records relating to long-term analysis data describing the performance of university. May include long-term analysis of a financial nature.

### REDIRECTS

For short-term analysis of a financial nature, see [Financial Analysis](#).

### RETENTION

Keep records for seven years from the date of record creation, then send to archives.

### PERSONAL INFORMATION BANK

Yes.

### RATIONALE

Records relating to the long-term analysis of data relating to the university are kept for seven years to support staff knowledge. Records are sent to archives because the data contains insights into the university. Precedence: Athabasca.



# Institution Data Collection

## INFORMATION AND TECHNOLOGY > INFORMATION AND TECHNOLOGY

### DESCRIPTION

Records that represent the collection of university data. Includes data submitted to government on enrolment, demographics, programs, grades, degrees conferred and other statistics.

### REDIRECTS

No redirects.

### RETENTION

Keep records for seven years from the date of the records are no longer needed to support projects, then send to archives.

### PERSONAL INFORMATION BANK

Yes.

### RATIONALE

Records relating to data on the university are kept for seven years to support staff knowledge. Records are ultimately sent to archives because they represent a complete picture of the organization. Precedence: University of Victoria, Dalhousie.

## INFORMATION AND TECHNOLOGY > INFORMATION AND TECHNOLOGY

### DESCRIPTION

Reports relating to the performance of RRU. Includes RRU's annual report for government, and departmental annual reports.

### REDIRECTS

For reports relating to student enrolment, see [Offer and Enrolment Management](#). For reports of a financial nature, see [Financial Reporting](#). For reports relating to human resources, see [Workforce Reporting](#). For reports relating to market analysis, see [Program Marketing Research](#). For reports relating to programs, see [Curriculum Quality Management](#).

### RETENTION

Keep annual reports for seven years from the date of record creation, then send to archives. Keep all other records for seven years from the date of record creation, then destroy.

### PERSONAL INFORMATION BANK

No.

### RATIONALE

Records relating to Royal Roads University's performance are kept for seven years to support staff knowledge. Records are ultimately sent to archives because they represent a summary of essential institutional information. Precedence: McGill, Dalhousie.

# Institution Reporting

# Monitoring and Evaluation

## INFORMATION AND TECHNOLOGY > INFORMATION AND TECHNOLOGY

### DESCRIPTION

Records relating to information security. Includes the monitoring, assessment, and evaluation of potential threats to information security.

### REDIRECTS

No redirects.

### RETENTION

Keep records for seven years from the date of record creation, then destroy.

### PERSONAL INFORMATION BANK

No.

### RATIONALE

Records relating to information security are kept for seven years to allow patterns of issues to surface. They are ultimately destroyed because summaries of major issues can be found in other records, such as *Issues Management*. Precedence: Athabasca University.

## INFORMATION AND TECHNOLOGY > INFORMATION AND TECHNOLOGY

### DESCRIPTION

Records relating to records management. Includes advice, projects, educational materials, retention systems, and the documentation of destructions.

### REDIRECTS

For finding aids see [Archival Management](#).

### RETENTION

Keep the documentation of destructions for seven years from the date of destruction, then send to archives. Keep the system of records retention for seven years from the date of the system is no longer in use, then send to archives. Keep all other records for two years from the date the record is no longer in use, then destroy.

### PERSONAL INFORMATION BANK

No.

### RATIONALE

Records are kept for seven years to support staff knowledge. Documentations of destruction are ultimately sent to archives because they may be needed at a later point to justify destruction. Records relating to retention schedules are sent to archives because they can be used to contextualize archival holdings. All other records are ultimately destroyed because they are routine. Precedence: McGill, Simon Fraser University, Dalhousie, Queens.

# Records Management

## **PROGRAM AND ACADEMIC ADMINISTRATION > ACADEMIC ADMINISTRATION**

### **DESCRIPTION**

Records relating to the academic calendar, which is the official source of program and course information, including the rules, academic regulations, and academic policies for students at the university.

### **REDIRECTS**

For timetables relating to the scheduling of courses and exams, see [Timetable Management](#).

### **RETENTION**

Keep records for seven years from the date of record creation, then send to archives.

### **PERSONAL INFORMATION BANK**

No.

### **RATIONALE**

Academic calendars are kept for seven years to support staff knowledge. They are ultimately sent to archives because they perform as a contract between students and the university and are critical to the resolution of disputes. They also provide a contextual framework for interpreting other records of the university. Precedence: University of Victoria, Royal Roads University, Queens, Waterloo.

# **Academic Year Scheduling**

**PROGRAM AND ACADEMIC ADMINISTRATION >  
ACADEMIC ADMINISTRATION**

**DESCRIPTION**

Records generated in the process of formulating a criteria for acceptance into RRU.

**REDIRECTS**

For deliberations on the admissibility of individual applicants, see [Student Application Processing](#).

**RETENTION**

Keep eligibility requirements for two years from the date of record creation, then send to archives.

**PERSONAL INFORMATION BANK**

No.

**RATIONALE**

Records relating to admission criteria are sent to archives because they shed light on the intersection of the university and the public, which speaks to the university's mission. Precedence: Royal Roads University, Simon Fraser University.

# Admission Evaluation

## **PROGRAM AND ACADEMIC ADMINISTRATION > ACADEMIC ADMINISTRATION**

### **DESCRIPTION**

Records relating to the management of graduation ceremonies.

### **REDIRECTS**

No redirects.

### **RETENTION**

Keep one copy of the program and the convocation roll for seven years, then send to archives. Keep all other records for seven years, then destroy.

### **PERSONAL INFORMATION BANK**

No.

### **RATIONALE**

The convocation program and roll are kept for seven years to support department knowledge. They are ultimately sent to archives because they document students who graduate, a core function of the university. Administrative records relating to ceremony management are ultimately destroyed because this information is better captured in policies and procedures. Precedence: University of Victoria, Royal Roads University.

# **Ceremony Management**

## PROGRAM AND ACADEMIC ADMINISTRATION > ACADEMIC ADMINISTRATION

### DESCRIPTION

Records relating to the administration of courses. Includes class lists, course add / drop forms, grade change forms, reading lists, course book requisition forms, lectures, notes, working papers, and teaching material.

### REDIRECTS

For program and course outlines, see [Program and Course Development](#). For exam, course evaluations, and grade appeals, see [Learning and Teaching Assessment](#). For class and exam timetables, see [Timetable Management](#).

### RETENTION

Keep records for seven years from the date of record creation, then destroy.

### PERSONAL INFORMATION BANK

No.

### RATIONALE

Records relating to the administration of courses are ultimately destroyed because the information is captured more concisely in policies and procedures. Precedence: Royal Roads University, Simon Fraser University.

# Course Administration



# Course Maintenance Records

## PROGRAM AND ACADEMIC ADMINISTRATION > ACADEMIC ADMINISTRATION

### DESCRIPTION

Records representing the central repository of courses.

### REDIRECTS

For records relating to the administration of a program area, see [Course Administration](#). For records relating to the official academic calendar, see [Academic Year Scheduling](#).

### RETENTION

Keep records for seven years from the date of record creation, then send to archives.

### PERSONAL INFORMATION BANK

No.

### RATIONALE

Records relating to the central repository of courses are kept for seven years to support staff knowledge. Records are ultimately sent to archives because (a) detailed course information is useful for the transfer credit process and (b) because the information represents evidence of the university's core function, education.

**PROGRAM AND ACADEMIC ADMINISTRATION >  
ACADEMIC ADMINISTRATION**

**DESCRIPTION**

Records connected to the process of giving a student credit for prior learning. Includes course challenges, transfer credits, and flexible learning assessments.

**REDIRECTS**

No redirects.

**RETENTION**

Keep records for 80 years from the date of the student's initial application to Royal Roads, then destroy.

**PERSONAL INFORMATION BANK**

Yes.

**RATIONALE**

Credit for Prior Learning decisions are carried out by program leads, but the final (official) documentation becomes part of the student file and requires the same retention as the student file for ease of records management.

# Credit for Prior Learning

## **PROGRAM AND ACADEMIC ADMINISTRATION > ACADEMIC ADMINISTRATION**

### **DESCRIPTION**

Records that relate to a student's eligibility for graduation.

### **REDIRECTS**

No redirects.

### **RETENTION**

Keep records for two years from the date of record creation, then destroy.

### **PERSONAL INFORMATION BANK**

Yes.

### **RATIONALE**

Records are kept for two years to support staff knowledge. Records are ultimately destroyed because graduation requirements are captured in other categories (Academic Calendar) and the names of graduate are captured in *Ceremony Management*. Precedence: Royal Roads University, University of Victoria.

# **Eligibility Assessment**

**PROGRAM AND ACADEMIC ADMINISTRATION >  
ACADEMIC ADMINISTRATION**

**DESCRIPTION**

Records relating to the assessment of both students and instructors. Includes exam questions, completed exams, surveys, assignments, major projects, invigilation records, grade appeals, course evaluations, and instructor evaluations.

**REDIRECTS**

No redirects.

**RETENTION**

Keep records for seven years from the date of record creation, then destroy. NOTE: Instructors inclined to keep student work may benefit from telling students at the beginning of each course that a request for references should be accompanied by marked class assignments.

**PERSONAL INFORMATION BANK**

Yes.

**RATIONALE**

Records relating to course evaluations and student assessments are kept for seven years to improve courses, shed light on grade disputes, and evaluate the effectiveness of instructors. Course evaluations are ultimately destroyed because reviews are not likely to retain their relevance after seven years. Precedence: University of Victoria, Royal Roads University, Simon Fraser University, Waterloo.

# Learning and Teaching Assessment

# Offer and Enrolment Management

## PROGRAM AND ACADEMIC ADMINISTRATION > ACADEMIC ADMINISTRATION

### DESCRIPTION

Records pertaining to offers, acceptance, and enrolment. Includes reports and statistics on the number of students enrolled each year.

### REDIRECTS

For other institutional statistics, see [Institution Reporting](#). For acceptance criteria, see [Admission Evaluation](#). For records that pertain to individual acceptance or rejection, see [Student Application Processing](#).

### RETENTION

Keep records for seven years from the date of record creation, then destroy.

### PERSONAL INFORMATION BANK

Yes.

### RATIONALE

Records are kept for seven years to support department knowledge. Records are ultimately destroyed because the information is captured in the category *Institution Data Collection*. Precedence: University of Victoria, Queens.

# Student Application Processing

## PROGRAM AND ACADEMIC ADMINISTRATION > ACADEMIC ADMINISTRATION

### DESCRIPTION

Records generated in the processing of applications for acceptance into RRU. Includes appeals.

### REDIRECTS

For eligibility requirements, see [Admission Evaluation](#).

### RETENTION

If the applicant was successful, transfer to student file. If the applicant was not successful or did not register, keep application for one year from the date of rejection or cancellation, then destroy.

### PERSONAL INFORMATION BANK

Yes.

### RATIONALE

Records of unsuccessful applicants are kept for one year because FIPPA requires public bodies keep decisions affecting individuals for at least one year (Freedom of Information and Protection of Privacy Act [RSBC 1996] CHAPTER 165 s 31). Records of successful applicants are transferred to the student file to ensure that staff have the necessary information to serve students.

**PROGRAM AND ACADEMIC ADMINISTRATION >  
ACADEMIC ADMINISTRATION**

**DESCRIPTION**

Records pertaining to student misconduct. For more information on the kind of misconduct that warrants a misconduct file, see *Academic Integrity and Misconduct Policy For Students*.

**REDIRECTS**

For misconduct records that pertain to an original research project, see [Researcher Misconduct](#).

**RETENTION**

Keep records for 80 years from the date of the student's initial application to Royal Roads, then destroy.

**PERSONAL INFORMATION BANK**

Yes.

**RATIONALE**

Misconduct files are kept for 80 years because student misconduct can include sexual assault. As survivors of sexual assault face no time limit in seeking legal remedy (Limitation Act section 3(1)(j)), a retention which approximates the lifetime of the student supports legal proceedings. Records are ultimately destroyed to protect the privacy of students.

# Student Misconduct

## PROGRAM AND ACADEMIC ADMINISTRATION > ACADEMIC ADMINISTRATION

### DESCRIPTION

Records that represent an official interaction between a student and RRU. Includes approved credits for prior learning, finalized grades, grade changes, transcript requests, records relating to the death of current students, summaries of misconduct, and criminal record checks.

### REDIRECTS

For records covering misconduct unrelated to original research projects, see [Student Misconduct](#). For records covering misconduct related to original research projects, see [Researcher Misconduct](#).

### RETENTION

Keep records for 80 years from the date of initial application to RRU, then destroy.

### PERSONAL INFORMATION BANK

Yes.

### RATIONALE

Records in the Student Record Maintenance categories are kept for 80 years to support administrative matters relating to the student and to provide proof of educational credentials. Ultimately, records are destroyed to protect the privacy of students. Precedence: Royal Roads University, Athabasca.

# Student Record Maintenance



## PROGRAM AND ACADEMIC ADMINISTRATION > ACADEMIC ADMINISTRATION

### DESCRIPTION

Records relating to the scheduling of courses and exams. Includes timetables printed for individual students.

### REDIRECTS

For records relating to general course administration, see [Course Administration](#). For records relating to the official academic calendar, see [Academic Year Scheduling](#).

### RETENTION

Keep records for seven years from the date of record creation, then destroy.

### PERSONAL INFORMATION BANK

Yes.

### RATIONALE

Records relating to timetable management are kept for seven years to support staff knowledge. They are ultimately destroyed because the time and location of a course is captured in *Course Maintenance Records*. Precedence: Royal Roads University, McGill, Queens.

# Timetable Management

# Accreditation

## PROGRAM AND ACADEMIC ADMINISTRATION > PROGRAMS

### DESCRIPTION

Records generated during an external quality assurance review of an educational program.

### REDIRECTS

For records relating to industry relationships generally, see [Industry Relationship Management](#). For internal reviews, see [Curriculum Quality Management](#).

### RETENTION

Keep records for seven years from the date of record creation, then send to archives.

### PERSONAL INFORMATION BANK

No.

### RATIONALE

Records relating to accreditation are kept for seven years to support department knowledge. They are ultimately sent to archives because (a) academic programs reflect the heart of the university's mission, (b) records take the form of analysis, indicating a rich information set, and (c) accreditation cycles vary and sending to archives ensures that proof of the latest accreditation is always available. Precedence: Waterloo, Dalhousie.

# Curriculum Quality Management

## PROGRAM AND ACADEMIC ADMINISTRATION > PROGRAMS

### DESCRIPTION

Records representing an internal review of an academic program. Includes audits, annual program reviews, and departmental review.

### REDIRECTS

For curriculum reviews relating to an accreditation process carried out by a third party, see [Accreditation](#).

### RETENTION

Keep records for seven years from the date of record creation, then send to archives.

### PERSONAL INFORMATION BANK

Yes.

### RATIONALE

Record relating to *Curriculum Quality Management* are kept for seven years to support staff knowledge. They are ultimately sent to archives because they represent a rich source of information on a core function of the university: education. Precedence: Waterloo, Queens, McGill, Dalhousie.

## PROGRAM AND ACADEMIC ADMINISTRATION > PROGRAMS

### DESCRIPTION

Records relating to the delivery of courses. Includes the content of online courses and handouts.

### REDIRECTS

For program and course outlines, see [Program and Course Development](#). For course evaluations, exams, and grade appeals, see [Learning and Teaching Assessment](#).

### RETENTION

Keep records for three years from date the course is finished, then destroy.

### PERSONAL INFORMATION BANK

No.

### RATIONALE

Records relating to teaching and learning delivery are kept for three years because (a) FIPPA requires public bodies keep decisions affecting individuals for at least one year (Freedom of Information and Protection of Privacy Act [RSBC 1996] CHAPTER 165 s 31); (b) the active and archive servers that support online courses are purged in a 3-6 year cycle; and (c) students may refer back to previous courses and three years is the approximate duration of a student's program. Records are ultimately destroyed because evidence of this function is captured more concisely in the category *Course Maintenance Records*.

# Learning and Teaching Delivery

# Program Marketing Research

## PROGRAM AND ACADEMIC ADMINISTRATION > PROGRAMS

### DESCRIPTION

Records relating to higher education market research, analysis and planning. Covers academic program concepts, proposals, and market analysis.

### REDIRECTS

For curriculum planning, see [Program and Course Development](#). For marketing the university as a whole, see [Marketing Management](#).

### RETENTION

Keep records for seven years from the date of creation, then destroy.

### PERSONAL INFORMATION BANK

No.

### RATIONALE

Records relating to program marketing analysis are kept for seven years to support staff knowledge. Records are ultimately destroyed because evidence of this function is captured in *Strategic Plans* and *Media Management*. Precedence: Royal Roads University.

# Program and Course Development

## PROGRAM AND ACADEMIC ADMINISTRATION > PROGRAMS

### DESCRIPTION

Records generated in the development of courses and programs. Includes curriculum development and instructional design.

### REDIRECTS

For the administration of courses, see [Course Administration](#). For course outlines, see [Course Maintenance Records](#).

### RETENTION

Keep records for two years from the date of creation, then destroy.

### PERSONAL INFORMATION BANK

No.

### RATIONALE

Program development records are destroyed because a detailed description of each course is kept in the central repository of courses.

## PROGRAM AND ACADEMIC ADMINISTRATION > STUDENT SUPPORT SERVICES

### DESCRIPTION

Records pertaining to academic advice, including letters of permission, transfer requests, and re-admission forms.

### REDIRECTS

For career advice, see [Careers Advice](#). For counselling, see [Student Health and Wellbeing](#). For accessibility matters, see [Accessibility Services](#).

### RETENTION

Keep records for four years from the date of record creation, then destroy.

### PERSONAL INFORMATION BANK

Yes.

### RATIONALE

Records pertaining to academic advice are kept for four years to support operational need. Records are ultimately destroyed to protect the privacy of students. Precedence: Simon Fraser University, Dalhousie.

# Academic Advice

## PROGRAM AND ACADEMIC ADMINISTRATION > STUDENT SUPPORT SERVICES

### DESCRIPTION

Records that cover the process of developing the academic skills of students. Includes reference questions, writing and research workshops, papers analysed by writing instructors, team dynamics coaching, and guides.

### REDIRECTS

For training records where the emphasis is to produce good research, see [Researcher Training](#).

### RETENTION

Keep records for seven years from the date of record creation, then destroy.

### PERSONAL INFORMATION BANK

No.

### RATIONALE

Records relating to academic skills are kept for seven years to support operations. They are ultimately destroyed to protect the privacy of students. Precedence: Royal Roads University, Queens.

# Academic Skills Development



## PROGRAM AND ACADEMIC ADMINISTRATION > STUDENT SUPPORT SERVICES

### DESCRIPTION

Records that document the activity of supporting students with disabilities. Includes files pertaining to individuals, contracts with services providers, the conversion of textbooks into different formats, and records pertaining to awareness programs.

### REDIRECTS

For grants and scholarships, see [Student Award and Financial Aid](#).  
For counselling records, see [Student Health and Wellbeing](#).

### RETENTION

Keep student file for five years from the date the student is no longer registered at the university, then destroy. Students who return to the university within five years will have their file reactivated.

### PERSONAL INFORMATION BANK

Yes.

### RATIONALE

Records relating to the support of students facing accessibility challenges are kept for five years to ensure staff have the information they need to serve students. Records are ultimately destroyed to protect the privacy of students. Precedence: Royal Roads University, Simon Fraser University, Dalhousie.

# Accessibility Services

## PROGRAM AND ACADEMIC ADMINISTRATION > STUDENT SUPPORT SERVICES

### DESCRIPTION

Records relating to accommodations management. Includes housing for faculty, students, and visitors. Records cover homestay lists, fees information, casual bookings, registries, check-ins, and evictions.

### REDIRECTS

For contracts, such as housing contracts or contracts with a homestay service provider, see [Contract Management](#). For financial transactions, see [General Ledger](#).

### RETENTION

Keep records relating to tenancies for seven years from the date of the tenancy ends, then destroy. Keep all other records for seven years from the date of record creation, then destroy.

### PERSONAL INFORMATION BANK

No.

### RATIONALE

Records relating to tenancies are kept for the duration of tenancy to facilitate operational decision-making and to meet income tax requirements (Income Tax Act, R.S.C. 1985, c.1 (5th Supp.), s. 230(4)(b)). Records are ultimately destroyed because the overall direction of housing can be found in other records. Precedence: Dalhousie, Royal Roads University.

# Accommodations Management

## **PROGRAM AND ACADEMIC ADMINISTRATION > STUDENT SUPPORT SERVICES**

### **DESCRIPTION**

Records that document career and employment support given by the university. Includes employer case files, student case files, alumni assistance, casual worklists, educational material, and sign-up lists.

### **REDIRECTS**

For records pertaining to practicum and Co-operative education work experiences, see [Student / Industry Partnerships](#).

### **RETENTION**

Keep records for two years from the date of record creation, then destroy.

### **PERSONAL INFORMATION BANK**

Yes.

### **RATIONALE**

Record relating to career advice are destroyed because they represent information relating to a changing job market. The information thus becomes irrelevant quickly. Precedence: University of Victoria, Royal Roads University.

# **Careers Advice**

## PROGRAM AND ACADEMIC ADMINISTRATION > STUDENT SUPPORT SERVICES

### DESCRIPTION

Records relating to programs for students with Indigenous heritage. Includes mentoring and tutoring programs, cultural spaces for students, partnerships with external parties, cultural activities, and student assistance.

### REDIRECTS

For records pertaining to the physical construction of cultural spaces, see [Buildings and Facilities Management](#).

### RETENTION

Keep records for five years from the date of record creation, then destroy.

### PERSONAL INFORMATION BANK

Yes.

### RATIONALE

Records relating to the support of students with Indigenous heritage are kept for five years to ensure continuity of service and to support staff knowledge. Records are ultimately destroyed to protect the privacy of students.

# Indigenous Student Services

## **PROGRAM AND ACADEMIC ADMINISTRATION > STUDENT SUPPORT SERVICES**

### **DESCRIPTION**

Records that document the coordination and administration of student exchanges between RRU and other universities.

### **REDIRECTS**

For the records relating to individual students, see [Student Record Maintenance](#).

### **RETENTION**

Keep records for seven years from the date of record creation, then destroy.

### **PERSONAL INFORMATION BANK**

Yes.

### **RATIONALE**

Records relating to administration of exchange are kept for seven years for operational reasons. They are ultimately destroyed to protect the privacy of students. Precedence: Simon Fraser University.

# **International and Exchange Studies**

## PROGRAM AND ACADEMIC ADMINISTRATION > STUDENT SUPPORT SERVICES

### DESCRIPTION

Records relating to the management of the discount bus pass for students. Includes opt-out requests, lost passes, violations, and administration.

### REDIRECTS

For contracts with the transit company, see [Contract Management](#).

### RETENTION

Keep records associated with individual passes for seven years after the pass is no longer active, then destroy. Keep all other records for seven years after the date of record creation, then destroy.

### PERSONAL INFORMATION BANK

Yes.

### RATIONALE

Records are kept for seven years to support staff knowledge. The records are ultimately destroyed to protect the privacy of students. Precedence: Royal Roads University, Simon Fraser University.

# Public Transit Pass

# Student / Industry Partnerships

## PROGRAM AND ACADEMIC ADMINISTRATION > STUDENT SUPPORT SERVICES

### DESCRIPTION

Records relating to the administration of practicum, internships, and co-operative education experiences. Includes criminal record checks.

### REDIRECTS

For community projects, see [Community Relationship Management](#).

### RETENTION

Keep records for seven years from the date of record creation, then destroy.

### PERSONAL INFORMATION BANK

Yes.

### RATIONALE

Summaries of practicums and co-op education experiences are kept for seven years to provide administrative support. Records are ultimately destroyed because records are no longer relevant after seven years. Precedence: Waterloo, University of Victoria.

## PROGRAM AND ACADEMIC ADMINISTRATION > STUDENT SUPPORT SERVICES

### DESCRIPTION

Records that cover the administration of awards and financial aid. Includes both accepted and rejected applications, nominations, award committee minutes, speeches, notices of award, bursaries, federal loans, US student loans, and emergency loans.

### REDIRECTS

For honorary degrees, see [Community Relationship Management](#).

### RETENTION

Keep records relating to the establishment of awards, and successful award winners, for seven years, then send to archives. Keep all other records for seven years from the date of record creation, then destroy.

### PERSONAL INFORMATION BANK

Yes.

### RATIONALE

Records relating to award winners are kept for seven years to support staff knowledge. Records are ultimately sent to archives to (a) meet Income Tax Regulations requirements (Income Tax Regulation CRC, c. 945 Part LVII) and (b) because they speak to the core function of the university, which is to facilitate student achievement. Precedence: Royal Roads University, Simon Fraser University, Athabasca, Waterloo.

# Student Award and Financial Aid



## PROGRAM AND ACADEMIC ADMINISTRATION > STUDENT SUPPORT SERVICES

### DESCRIPTION

Records relating to student health and well-being, including student counselling records, educational brochures, and workshop materials.

### REDIRECTS

For academic advice, see [Academic Advice](#).

### RETENTION

Keep student file for ten years from the date the student is no longer registered at the university, then destroy. Students who return to the university within ten years will have their file reactivated.

### PERSONAL INFORMATION BANK

Yes.

### RATIONALE

Records relating to the counselling of students are kept for ten years to ensure that counsellors have the information they need to support students. This retention also satisfies the requirements of the College of Psychologists British Columbia (13.1 Length of record retention). Records are ultimately destroyed to protect the privacy of the students.

# Student Health and Wellbeing

# Collections Access Management

## RESEARCH AND PUBLICATION SUPPORT > PUBLICATION SUPPORT

### DESCRIPTION

Records relating to the management of the library collection. Includes course reserves, interlibrary loans, vendors, donations, collections development, acquisitions, statistics, and check-out records.

### REDIRECTS

For reference questions and research workshops, see [Academic Skills Development](#). For records relating to managing the debt incurred by library fines, see [Debt Management](#).

### RETENTION

Keep records for seven years from the date of creation, then destroy.

### PERSONAL INFORMATION BANK

Yes.

### RATIONALE

Records relating to the routine administration of library collections are kept for seven years to support staff knowledge. They are ultimately destroyed because important projects relating to the library are captured in other categories, such as *Strategic Plans, Vision and Strategic Development* and *General Ledger*. Precedence: Royal Roads University, McGill, Athabasca.

# Copyright Management

## RESEARCH AND PUBLICATION SUPPORT > PUBLICATION SUPPORT

### DESCRIPTION

Records relating to copyright management. Includes clearances permitting RRU staff to use copyrighted material, and copyright permissions issued by RRU.

### REDIRECTS

For disputes relating to copyright, see [Dispute Resolution](#). For trademarks representing RRU, see [Marketing Management](#).

### RETENTION

Keep copyright permissions that pertain to archival material for seven years from the date of record creation, then send to archives. Keep all other records for seven years from the date the clearance is no longer in effect, then destroy.

### PERSONAL INFORMATION BANK

No.

### RATIONALE

Records relating to copyright clearances are kept for as long as the clearances are in effect because doing so makes it possible to resolve disputes. Copyright records are ultimately destroyed because major issues relating to copyright are captured in *Issues Management*. Precedence: Dalhousie, Simon Fraser University.

# Collaborative Opportunity Management

## RESEARCH AND PUBLICATION SUPPORT > RESEARCH

### DESCRIPTION

Records generated in the process of collaborating with other RRU departments, institutions, and organizations on tasks relating to research. Includes participation in multi-institutional research entities, major civic engagement initiatives, and membership in research networks.

### REDIRECTS

No redirects.

### RETENTION

Keep the records for seven years, then send to archives.

### PERSONAL INFORMATION BANK

No.

### RATIONALE

Records relating to research collaborations across departments and organizations are kept for seven years to support operational decision-making. They are sent to archives because research is central to the university's mission. Precedence: Simon Fraser University, Athabasca, University of Victoria.

# Commercialise Outcomes

## RESEARCH AND PUBLICATION SUPPORT > RESEARCH

### DESCRIPTION

Records relating to the application of patents made on behalf of RRU staff, students, and faculty.

### REDIRECTS

For records representing an agreement between RRU and the researcher, see [Contract Management](#). For records representing a license for a patent, see [Contract Management](#).

### RETENTION

Patent applications should be kept for two years from the expiry of the patent, then sent to archives. Keep all other records for seven years from the date of record creation, then destroy.

### PERSONAL INFORMATION BANK

Yes.

### RATIONALE

Records relating to patents are kept for the duration of the time the patent is in effect to protect the patent against competing claims. The patent application is then sent to archives, in case it is needed to clarify subsequent claims, or claims in other jurisdictions. Precedence: Royal Roads University, Simon Fraser University, Athabasca.

# Ethical Clearance Management

## RESEARCH AND PUBLICATION SUPPORT > RESEARCH

### DESCRIPTION

Records that are created by the Ethical Review Board in the process of reviewing research proposals.

### REDIRECTS

No redirects.

### RETENTION

Keep minutes of the Ethics Review Board meetings, including expressions of dissent, as well as decisions and reasons for decisions for seven years from the date of record creation, then send to archives. Keep all other records for seven years from the date the research project is ended, then destroy.

### PERSONAL INFORMATION BANK

Yes.

### RATIONALE

Records relating to the decisions of the ethics review board are kept for archives in order to "facilitate internal or external audits or reconsiderations or appeals" (RRU Research Ethics Policy). Records may also be needed to shed light on harms stemming from research. All other records are destroyed because they are routine. Precedence: Waterloo, University of Victoria, Queens, SFU.

# Research Application Management

## RESEARCH AND PUBLICATION SUPPORT > RESEARCH

### DESCRIPTION

Administrative records generated during the processing of student research applications. Includes thesis and thesis committees records.

### REDIRECTS

For research, see [Research Data and Reporting](#). For records reflecting research prioritization, see [Vision and Strategic Development](#). For ethics approval, see [Ethical Clearance Management](#).

### RETENTION

Keep the records for two years from the date of initial application, then destroy.

### PERSONAL INFORMATION BANK

Yes.

### RATIONALE

Records relating to the administration of theses are kept for two years to ensure that any anomalies in the thesis-approval process can be examined. Records are ultimately destroyed because student graduation is documented in *Student Record Maintenance*. Precedence: Simon Fraser University, Queens, Waterloo.

# Research Data and Reporting

## RESEARCH AND PUBLICATION SUPPORT > RESEARCH

### DESCRIPTION

Unpublished original research, including successful and unsuccessful grant applications, theses, major projects, research papers, research data, consent forms, conference posters, briefs, and articles.

### REDIRECTS

For reports of misconduct, see [Dispute Resolution](#).

### RETENTION

Send theses completed by Royal Roads students to the Library. Keep records that fall under the Food and Drug Regulations for at least 25 years from the date the project has been completed, then destroy (unless there is reason to keep). Keep projects affiliated with faculty at least seven years from the date the project has been completed, then destroy (unless there is reason to keep). Keep records unaffiliated with faculty which do not involve Food and Drug trials for at least one year from the date the project has been completed, then destroy.

### PERSONAL INFORMATION BANK

Yes.

### RATIONALE

Records relating to food and drug trials are kept for 25 years (Food and Drug Regulations (C.R.C., c. 870) C.05.012 (1)). Other records are kept for seven years to support accountability. Precedence: Waterloo, Uvic.



# Research Funds Management

## RESEARCH AND PUBLICATION SUPPORT > RESEARCH

### DESCRIPTION

Records relating to the application, processing and evaluation of research grants.

### REDIRECTS

For contracts that stem from grants, see [Contract Management](#).  
For records reflecting research prioritization, see [Vision and Strategic Development](#).

### RETENTION

Keep records relating to Drug and Food Trials for twenty-five years from the date of the grant, then destroy. Keep all other records for seven years from the date of the initial application, then destroy.

### PERSONAL INFORMATION BANK

Yes.

### RATIONALE

Records relating to the processing of research grants are kept for twenty-five years when related to food and drug trials in accordance with Food and Drug Regulations (C.R.C., c. 870) C.05.012 (1)). All other records are kept for seven years as per the Income Tax Act, R.S.C. 1985, c.1 (5th Supp.), s. 230(4)(b)). Records are ultimately destroyed because evidence of research can be found elsewhere. Precedence: Simon Fraser University, Royal Roads University, University of Victoria.

# Research Infrastructure Management

## RESEARCH AND PUBLICATION SUPPORT > RESEARCH

### DESCRIPTION

Records relating to infrastructure that supports research. Includes records referencing equipment, datasets, and specialized computer systems. Records may document planning, implementation, and maintenance activities.

### REDIRECTS

For records that document an overarching strategy to influence the direction of the university, see [Vision and Strategic Development](#). For records pertaining to equipment that do not support research, see [Asset Management](#).

### RETENTION

Keep maintenance records for the duration of the life of the equipment, then destroy. Keep all other records for seven years, then destroy.

### PERSONAL INFORMATION BANK

No.

### RATIONALE

Records relating to research infrastructure are kept for seven years in accordance with the Income Tax Act (Income Tax Act, R.S.C. 1985, c.1 (5th Supp.), s. 230(4)(b)), and supported by the Canada Foundation for Innovation Policy and Procedures guide. Records are ultimately destroyed because information is captured elsewhere (in research itself). Precedence: University of Victoria.

# Research Program Development

## RESEARCH AND PUBLICATION SUPPORT > RESEARCH

### DESCRIPTION

Records related to the application and establishment of research institutes affiliated with RRU, also known as research centres. Research centres typically bring together different academic areas on campus and promote partnerships with external organizations. Includes both rejected and accepted applications.

### REDIRECTS

For records relating to multi-institutional research networks, see [Collaborative Opportunity Management](#).

### RETENTION

Keep the records for seven years, then send to archives.

### PERSONAL INFORMATION BANK

No.

### RATIONALE

Records relating to research program development are kept for seven years to support operational decision-making. Records are ultimately sent to archives because the process of building each research program is unique, and speaks to one of the core missions of the university. Precedence: Simon Fraser University, University of Victoria.

# Researcher Misconduct

## RESEARCH AND PUBLICATION SUPPORT > RESEARCH

### DESCRIPTION

Records representing inquiries into allegations of misconduct in research committed by members of the university community. If the researcher has been found guilty of misconduct, transfer a summary of the information to either *Personnel Record Maintenance*, or *Student Record Maintenance*.

### REDIRECTS

For misconduct cases that do not involve projects focusing on original data, see [Student Misconduct](#).

### RETENTION

Keep the records for twenty-five years from the date of the start of the inquiry, then destroy.

### PERSONAL INFORMATION BANK

Yes.

### RATIONALE

Records relating to research misconduct are kept for 25 years from the date of the misconduct. This retention period reflects the ultimate 16-year limitation period as victims may be unaware of the damage (Limitation Act [SBC 2012] CHAPTER 13, s 21 (1)). This also covers the requirements of the Food and Drug Regulations (C.R.C., c. 870) C.05.012 (1)). Precedence: None.

# Researcher Training

## RESEARCH AND PUBLICATION SUPPORT > RESEARCH

### DESCRIPTION

Records that stem from the process of training and developing researchers. The emphasis of the training is to produce good research, as opposed to producing academically strong students.

### REDIRECTS

For training that aims to improve student skills, see [Academic Skills Development](#).

### RETENTION

Keep the records for two years from the date of the training activity, then send to archives.

### PERSONAL INFORMATION BANK

No.

### RATIONALE

Records relating to research training are kept for seven years to ensure that old versions of training are available for reference. Records are ultimately sent to archives because they represent a concise synthesis of one of the university's core functions, research. Precedence: Simon Fraser University.

# Buildings and Facilities Management

## SPORT, CULTURE AND PROPERTIES > PROPERTIES AND FACILITIES

### DESCRIPTION

Records relating to the management of facilities, buildings, and properties. Includes maintenance, equipment, waste removal services, janitorial services, snow removal services, construction files, and renovation files.

### REDIRECTS

For contracts, see [Contract Management](#). For invoices, see [Accounts Payable](#). For request for proposals, see [Procurement and Purchasing](#). For key issuance, see [Campus Security](#).

### RETENTION

Keep records relating to construction and refits for seven years from the date the record is no longer used, then send to archives. Keep all other records for seven years, then destroy.

### PERSONAL INFORMATION BANK

No.

### RATIONALE

Records relating to physical buildings are sent to archives to support future renovations and repairs. Other records are kept for seven years to support staff knowledge; they are ultimately destroyed because information can be found elsewhere (*Media Relations, Policy Management, and Procedure Management*).  
Precedence: Royal Roads University, Queens, Dalhousie, McGill.

## SPORT, CULTURE AND PROPERTIES > PROPERTIES AND FACILITIES

### DESCRIPTION

Records relating to the management of parking and parking issues on campus. Includes impounds, tickets, parking passes, fines and traffic control.

### REDIRECTS

For records relating to ICBC's requests for auto-related information, see [Information Search and Discovery](#).

### RETENTION

Keep records relating to parking issues, such as tickets, contested tickets and impoundments, for seven years from the date the issue is resolved, then destroy. Keep all other records for seven years from the date of record creation, then destroy.

### PERSONAL INFORMATION BANK

Yes.

### RATIONALE

Records are kept for seven years in accordance with the Limitations Act (Limitation Act, R.S.B.C. 2012, c.13, s. 6). Records are ultimately destroyed to protect the privacy of parking program users. Precedence: Royal Roads University, Simon Fraser University.

# Campus Parking

# Campus Security

## SPORT, CULTURE AND PROPERTIES > PROPERTIES AND FACILITIES

### DESCRIPTION

Records relating to the provision of security services to campus. Includes patrol reporting records, incident reports, key issuance, photo identification cards, and closed circuit television recordings.

### REDIRECTS

No redirects.

### RETENTION

Keep video recordings from CCTV cameras for 30 days, then destroy. Keep photo identification cards seven years from the date the individual has left the organization, then destroy. Keep all other records for seven years, then destroy.

### PERSONAL INFORMATION BANK

Yes.

### RATIONALE

Records relating to CCTV footage is destroyed within thirty days in accordance with recommendations from the Office of the Information and Privacy Commissioner. Other records are destroyed because the activity is represented more concisely elsewhere (*Media Relations, Policy Management and Procedure Management*). Precedence: Royal Roads University, Simon Fraser University, Queens.



## SPORT, CULTURE AND PROPERTIES > PROPERTIES AND FACILITIES

### DESCRIPTION

Records pertaining to the tenants of RRU. Includes leases and inspections.

### REDIRECTS

For records relating to accommodations for students, staff, and faculty, see [Accommodations Management](#). For records relating to the maintenance of buildings inhabited by tenants, see [Buildings and Facilities Management](#). For financial transactions, see [Accounts Receivable](#).

### RETENTION

Keep leases and other documentation of a tenancy for seven years after the end-date of the tenancy, then destroy. Keep all other documents for seven years from the date of record creation, then destroy.

### PERSONAL INFORMATION BANK

Yes.

### RATIONALE

Records relating to tenants and leases are kept for seven years after the ending of the tenancy because they represent income, and are thus subject to the Income Tax Act (Income Tax Act, R.S.C. 1985, c.1 (5th Supp.), s. 230(4)(b)). Records are ultimately destroyed because they do not speak to the mission of either education or research. Precedence: Royal Roads University, Simon Fraser University.

# Commercial Tenancy

# Environmental Management Services

## SPORT, CULTURE AND PROPERTIES > PROPERTIES AND FACILITIES

### DESCRIPTION

Records relating to the management of RRU's environmental programs, including programs relating to energy reduction, waste reduction, and recycling.

### REDIRECTS

For records relating to the management of the natural spaces, see [Grounds Maintenance](#). For audits of waste or emissions, see [Audits](#).

### RETENTION

Keep records for seven years from the date of record creation, then destroy.

### PERSONAL INFORMATION BANK

No.

### RATIONALE

Records relating to environmental programs are kept for seven years to support department knowledge. They are ultimately destroyed because the information represented in these records are captured more concisely in *Media Relations*. Precedence: Royal Roads University.

# Event and Venue Management

## SPORT, CULTURE AND PROPERTIES > PROPERTIES AND FACILITIES

### DESCRIPTION

Records relating to events and venues. Includes cultural events, academic events, and dignitary visits. Records cover room request forms, fees information, and agendas.

### REDIRECTS

For records relating to guides to using event management software, see [Delivery, Service and Support](#). For records relating to graduation ceremonies, see [Ceremony Management](#). For financial transactions, see [General Ledger](#).

### RETENTION

Keep special events for seven years from the date of record creation, then send to archives. Keep all other records for seven years from the date of record creation, then destroy. Please note: staff member is asked to decide what counts as a special event.

### PERSONAL INFORMATION BANK

No.

### RATIONALE

Records relating to events and venues are kept for seven years to facilitate the planning of future events. Special events are sent to archives to capture highlights of university life. Precedence: Dalhousie, Simon Fraser University, Athabasca, Queens, Royal Roads University.

# Fleet Management

## SPORT, CULTURE AND PROPERTIES > PROPERTIES AND FACILITIES

### DESCRIPTION

Records relating to the management of vehicles. Includes maintenance records, copies of driver's licenses, and sign-out sheets.

### REDIRECTS

For accidents involving vehicles, see [Health and Safety](#). For insurance claims involving vehicles, see [Insurance](#).

### RETENTION

Keep records relating to the maintenance and performance of the vehicle for seven years from the date the vehicle is no longer in use, then destroy. Keep driver's license records for two years from the date of the driver is no longer employed at the university, then destroy. Keep all other records for seven years from the date of record creation, then destroy.

### PERSONAL INFORMATION BANK

No.

### RATIONALE

Records relating to vehicles are kept for the duration of the life of the vehicle in accordance with Occupational Health and Safety Regulation, B.C. Reg. 296/97 17.2.2. Licenses are kept in accordance with Occupational Health and Safety Regulation, B.C. Reg. 296/97 s 4.9.3. Precedence: BC Government, University of Victoria.

## SPORT, CULTURE AND PROPERTIES > PROPERTIES AND FACILITIES

### DESCRIPTION

Records relating to the process of maintaining the gardens and the natural space of RRU. Includes researching documents, inventories, maps, and acquisition lists.

### REDIRECTS

For donations to the gardens, see [Donors and Advancement](#).

### RETENTION

Keep plant inventories, maps, garden design plans, collection management plans, acquisition lists and accession files for seven years, then send to archives. Keep all other records for seven years, then destroy.

### PERSONAL INFORMATION BANK

No.

### RATIONALE

Records relating to gardens at Royal Roads University are kept for seven years to support department knowledge. Records are ultimately sent to archives because Hatley Park is a federal heritage site. Precedence: none.

# Grounds Maintenance

## **SPORT, CULTURE AND PROPERTIES > PROPERTIES AND FACILITIES**

### **DESCRIPTION**

Records relating to mail management, including postal, courier, and freight systems. Covers schedules of intercampus mail delivery, issues relating to mail, delivery slips, and logs.

### **REDIRECTS**

No redirects.

### **RETENTION**

Keep records for seven years from the date of record creation, then destroy.

### **PERSONAL INFORMATION BANK**

No.

### **RATIONALE**

Records relating to the management of mail systems are kept for seven years to facilitate staff knowledge. Records are ultimately destroyed because a more concise representation of the mail system can be found in policies and procedures. Precedence: Royal Roads University, Dalhousie.

# **Mail Management**

# Merchandise Management

## SPORT, CULTURE AND PROPERTIES > PROPERTIES AND FACILITIES

### DESCRIPTION

Records relating to merchandise, such as food, textbooks, and other retail items. Records may include vending machine history files, menus, food purchase orders, and bookstore purchase orders.

### REDIRECTS

For records relating to event catering, see [Event and Venue Management](#). For course book requisition forms, see [Course Administration](#). For bookstore financial records, see [Accounts Receivable](#). For contracts, see [Contract Management](#).

### RETENTION

Keep records for seven years from the date of creation, then destroy.

### PERSONAL INFORMATION BANK

Yes.

### RATIONALE

Records relating to merchandise management are kept for seven years to meet income tax requirements (Income Tax Act, R.S.C. 1985, c.1 (5th Supp.), s. 230(4)(b)). Records are ultimately destroyed because the transactions are routine and have limited informational value. Precedence: Dalhousie, Royal Roads University.

## SPORT, CULTURE AND PROPERTIES > SPORT AND CULTURE

### DESCRIPTION

Records relating to the management of the archival collection. Includes archival material, displays, finding aids, research, policies, enquiries, environmental management, and projects.

### REDIRECTS

For policies, see [Policy Management](#). For donations see [Donors and Advancement](#). For inquiries see [Information Search and Discovery](#).

### RETENTION

Keep archival collections, along with the associated finding aids, accession registries, donor information, and preservation information in perpetuity. Keep all other records for seven years, then destroy.

### PERSONAL INFORMATION BANK

Yes.

### RATIONALE

Records relating to archival material are kept in perpetuity to facilitate the preservation and comprehension of archival collections. Precedence: Royal Roads University, Athabasca University, Queens, McGill.

# Archival Management



# Art / Museum Collection Management

## SPORT, CULTURE AND PROPERTIES > SPORT AND CULTURE

### DESCRIPTION

Records relating to the management of art and museum collections. Includes correspondence, research, and exhibit files.

### REDIRECTS

For records relating to the selling of museum and gallery merchandise, see [Merchandise Management](#). For donations, see [Donors and Advancement](#). For one-day events, see [Event and Venue Management](#).

### RETENTION

Keep records for seven years from the date of record creation, then send to archives.

### PERSONAL INFORMATION BANK

No.

### RATIONALE

Records relating to art and museum collections are kept for seven years to support staff knowledge. Records are ultimately sent to archives because they facilitate an understanding of the materials in the collection. Precedence: Dalhousie, Simon Fraser University, McGill.

# Sport and Recreation Services

## SPORT, CULTURE AND PROPERTIES > SPORT AND CULTURE

### DESCRIPTION

Records relating to the organizing of sport and recreation services. Includes sign-up forms, registrations, equipment, and facilities bookings.

### REDIRECTS

For the organization of non-sporting events, see [Event and Venue Management](#). For advertisements, see [Advertising Management](#). For booking of lodgings, see [Accommodations Management](#).

### RETENTION

Keep records for seven years from the date of record creation, then destroy.

### PERSONAL INFORMATION BANK

Yes.

### RATIONALE

Records relating to sport and recreation are kept for seven years to support staff knowledge. Records are ultimately destroyed because they are tangential to the mission of education and research. Precedence: Royal Roads University.