

	TRENT UNIVERSITY	ROYAL MILITARY COLLEGE	McMASTER UNIVERSITY	UNIVERSITY OF CALGARY	UNIVERSITY OF ALBERTA	UOIT	KWANTLEN UNIVERSITY COLLEGE	UNIVERSITY OF WATERLOO	UNIVERSITY OF PEI	YORK UNIVERSITY
<b>Respondents:</b>	Donald Giles, Assistant Registrar; Susan Salusbury, University Registrar	David Last, Registrar	Lou Ariano, University Registrar	David Johnston, Registrar	Ada Schmude, Associate Registrar and Director of Records	Richard Levin, VP Strategic Enrollment Management See attached retention schedule	Maureen Moore, Manager, Records and Graduation	Ken Lavigne, Registrar	Catherine Toombs, Academic Records Supervisor	Joanne Duklas, University Registrar
1. What is your current and planned document retention timeframe for petitions/appeals? What is kept and for how long? For example, do you scan or keep in hard copy third party information and for how long (e.g. medical documentation)? Is this information stored centrally or locally? Is it available electronically only (e.g. scanned documentation, Student Information System ), hard copy only, or both?	Currently keep information forever; process under review due to FIPPA; Centralized and decentralized record keeping (Colleges keep petition information in duplicate); all hard copy	Files kept indefinitely (back to 1878)	Information for petitions (conducted by Faculties) is retained for a period of seven years. Currently, University guidelines state that "Original copies of the student record will be maintained by the University for seven (7) years after the year in which the student last registers. After seven (7) years all original documentation will be destroyed and only the student transcript will be stored." With respect to information on appeals (conducted under the auspices of	petitions/appeals fall under general retention policy (3 years after graduation or 5 years after last attendance for stop-outs/drop-outs)	In the official file in the Registrar's Office, third party information is not generally kept. We would only keep medical documentation if it was received in support of an appeal. Departments and Faculties may keep on file documents which are not necessarily retained centrally. We do not have scanning at this time, so information is hard copy.		Scan all documents (accessible across campuses); appeals/petitions stored permanently in scanned format including third party information (third party names are blacked out when releasing third party information to an outside party); have a tracking system to see what happens with documents; can view/print information	Document retention plans/policies under review		Practices and policies for University document retention currently under review due to FIPPA and University wide records retention policy/procedural review occurring as we speak (Managed by University Secretariat/Counsel; student records component being supported by Registrar's Office)
2. For student records more generally, how long is the academic record is kept? Is it entirely electronic or an electronic/paper combination? What is kept and for how long?	combination of hard (back to 1964) and electronic; considering policy change to 7 year rule (destroy 7 years after student becomes inactive)	Strip student records down to transcripts upon graduation (currently working on a scanning project)	As above	As above	Seven years after the date of last attendance. After this date, the file is edited and the record is in electronic form only.		Varies - See attached document schedule		Microfiches records (keeps them forever)	
3. What retention plans do you have in place or are planning for electronic information storage?	considering purging unnecessary and scanning the remaining	Indefinitely (unless a space issue)	University is purchasing a records retention system	Electronic document system in place since 2004. All documents received since then are now stored electronically.	Considering document imaging		Happy with current document tracking/ management system			
4. Do you have a retention policy in place currently? Is it transparent to students/how?	Policy: Current records policy <a href="http://www.trentu.ca/admin/guidelines.html">http://www.trentu.ca/admin/guidelines.html</a> (not transparent to students)	No; Advised to not keep sensitive files on shared databases	<a href="#">Published in calendar: http://registrar.mcmaster.ca/CALENDAR/year2005/sec_123.htm</a>		Current policy: <a href="http://www.ipu.ualberta.ca/">http://www.ipu.ualberta.ca/</a> (Students informed in calendar of 7 year rule to destroy documents after inactive attendance) <a href="http://www.uofaweb.ualberta.ca/gfcpolicymanual/content.cfm?ID_page=39250">http://www.uofaweb.ualberta.ca/gfcpolicymanual/content.cfm?ID_page=39250</a>		<a href="http://www.kwantlen.ca/policies/">http://www.kwantlen.ca/policies/</a> / Two specific policies are C.4 and E.20			

## Kwantlen University College Scanning Cheat Sheet 2005

(\*shortcut keys)

Document Name	<i>Retention (in years)</i>	Category	Type	Title
<b>A</b> Academic Probation - Application for Re-admission	<i>7 yrs</i>	Academic Standing	Re-admission on Academic Probation	Date
Academic Probation - Letter	<i>7 yrs</i>	Academic Standing	Academic Probation	Date
Academic Renewal - Letter	<i>7 yrs</i>	Academic Standing	<b>Academic Renewal</b>	Date
Academic Suspension - Letter	<i>7 yrs</i>	Academic Standing	<b>Academic Suspension</b>	Date
ACP Registration Recommendation	<i>1 yr</i>	Registration	Course / Program Registration	ACP ENGL or MATH & DATE of TEST
ADD / DROP course past the deadline (Form or email from Instructor / Dean)	<i>1 yr</i>	Registration	Special approval forms (Waivers)	Course & Date
Address change (student status change form)	<i>2 yrs</i>	<b>Application</b>	<b>Change</b>	Date
Admission to BBA - "Seat held" letter	<i>2 yrs</i>	Application	Correspondence	Date
Advanced Standing Rescan transcript	<i>permanent</i>	Transcripts	Advanced Standing	"Confirmed by" date

	Application (see WEB application too) (re-scan & cut signature /declaration save as: <b>REMOVE Credit card number on all scans.</b>	2 yrs <i>permanent</i>	Application Signature	Application Signature	Date
	Appeals (include all docs in scan, use grey scale as necessary for colored paper)	<i>permanent</i>	Appeals	Request for Special Consideration	Date
	Attendance & Performance Letter (-3 days continuous intake program .)	7 yrs	Academic Standing	Required to Withdraw	<b>PROGRAM</b> & Date
<b>B</b>	BA General Studies Letter, Educational / Program Plan & Approvals (as a package)	<i>permanent</i>	Graduation	Correspondence	<b>BA GS</b> & Date
<b>C</b>	Citizenship Status Change	<i>permanent</i>	Signature	Signature	<b>CITIZENSHIP CHANGE</b> & Date
	Co-op Summer Job Placement Secured - Letter	2 yrs	Application	Correspondence	Date
	Correspondence re Open Reg'n now ... instead of priority due to Program change / completion.	2 yrs	Application	Correspondence	Date
	Commitment Fee Form <i>they sign agreeing it is Non-refundable</i>	1 yr	Registration	Course / Program Registration	Date
<b>C</b>	Compassionate withdrawal letter / decision / request	<i>permanent</i>	Appeals	Request for Special Consideration	Date
	Confirmation of Enrollment (letter / request form)	1 yr	Registration	Enrollment Verification	Date
	Co-requisite Waiver Form	1 yr	Registration	Special approval forms (Waivers)	<b>COURSE</b> & Date

	Course Overload (15 + credits / term)	1 yr	Registration	Special approval forms (Waivers)	<b>OVERLOAD</b> & Date
	Course Status Change Form	1 yr	Registration	Course/ Program Registration	Date
	Course Substitution Form	permanent	Graduation	Course Exemption / Substitution	<b>COURSE</b> & Date
	Credential Copy (Kwantlen)	permanent	Graduation	Graduation	<b>CERT / DIP ETC.</b> & Date
<b>D</b>	Document Pick-up Form	permanent	Transcript	Correspondence	<b>DOC PICK-UP</b> & Date
<b>E</b>	Email withdrawing pre-application for secondary student (Grade 12 Enhancement)	2 yrs	Application	Correspondence	Date
	English Language Studies Diploma Program Admittance Confirmation - Letter	2 yrs	Application	Supporting Documents	Date
	English Language Studies Assessment	2 yrs	Application	Test results	<b>ELST</b> & Date of Test
<b>F</b>	Final Status Assessment	permanent	Grades	Final Status Assessment	<b>PROGRAM</b> & Date
	Final Status Assessment (Nrsg & Trades)	permanent	Grades	Final Status Assessment Form / ABED	<b>PROGRAM</b> & Date
<b>G</b>	Gr 12 Enhancement - Interim High School Transcript	permanent	Transcript	Secondary School	<b>INTERIM</b> , School & Date Issued

	Gr 12 Enhancement - Application Form & Parental Consent (Re- Scan Signatures)	2 yrs <i>permanent</i>	<b>Application Signature</b>	Supporting Documents <b>Signature</b>	Date Date
	Gr 12 Enhancement - Interim Progress Report	<i>permanent</i>	<b>Grades</b>	<b>Grade Change</b>	<b>INTERIM, Course &amp; Date</b>
	Graduation Application / letter denying graduation / credential	<i>permanent</i>	<b>Graduation</b>	<b>Graduation</b>	Date
<b>G</b>	Grade Change	<i>permanent</i>	<b>Grades</b>	<b>Grade Change</b>	<b>COURSE &amp; Date</b>
	Grade Change - Incomplete Contract	<i>permanent</i>	<b>Grades</b>	<b>Grade Change</b>	<b>ICONT Course &amp; Date</b>
	Guided Study	1 yr	<b>Registration</b>	<b>Guided Study</b>	<b>COURSE &amp; Date</b>
<b>I</b>	Incomplete Grade Contract	<i>permanent</i>	<b>Grades</b>	<b>Grade Change</b>	<b>ICONT Course &amp; Date</b>
	International English Language Test Results	2 yrs	<b>Application</b>	Test results	<b>INT'L ENGL LANG &amp; Date of Test</b>
<b>L</b>	Legal Requests (request from Lawyer to Registrar to release student's personal information.) Scan entire doc pkg, watch for any grey scale needs.	8 yrs	<b>Legal</b>	Legal Requests	<b>LAW FIRM NAME &amp; Date</b>
	Letter of Permission ( <b>from Kwantlen</b> only)	<i>permanent</i>	<b>Graduation</b>	<b>Letters</b>	Date

	LPI Test Results	2 yrs	Application	Test results	LPI & Date of Test
<b>M</b>	Modern Language Assessment	1 yr	Registration	Special Approval Forms	Date
<b>N</b>	Name Change (re-scan and cut signature only save as: Sign, Sign, Date)	permanent	Signature	Change name	Date
<b>O</b>	Overload (5+ courses or 15 + credits / term)	1 yr	Registration	Special approval forms (Waivers)	<b>OVERLOAD</b> & Date
<b>P</b>	Performance Contract	permanent	Discipline	Warnings/Suspension	Date
	Permission Letter - access to student information	8 yrs	Legal	Waiver/Release	Date
	Permission to pay monthly - continuous intake programs.	1 yr	Registration	Financial Documents	Date
	Permission to pay less than 3 months due to Program Completion (Con't intake Progs)	1 yr	Registration	Financial Documents	Date
	PLA Credit	permanent	Transcript	Prior Learning Assessment	<b>COURSE</b> & Date
<b>P</b>	Plagiarism / Cheating	permanent	Discipline	Cheating / Plagiarism	<b>COURSE</b> & Date
	Post secondary course / Program in progress letter - External	permanent	Transcript	Correspondence	<b>COURSE</b> & Date

	Post-Registration Add / Drop (use grey scale if colored paper)	1 yr	Registration	Special Approval Forms	Date (& Course if multiple on same date)
	Pre-requisite Waiver Forms	1 yr	Registration	Special approval forms (Waivers)	<b>COURSE &amp; Date</b>
	Program Status Change Form	2 yrs	<b>Application</b>	Application	Date
	Promisory Note	1 yr	Registration	Financial Documents	Date
<b>R</b>	Reference Letters	2 yrs	<b>Application</b>	Supporting Documents	Date
	Refund / Transfer of the Registration Deposit - appeal letter	<i>permanent</i>	<b>Appeals</b>	Request for Special Consideration	Date
	Registration Form for Welding Testing (re-scan & cut signature /declaration save as:	2 yrs <i>permanent</i>	<b>Application</b> Signature	<b>Application</b> Signature	Date
	Re-instatement Letter (re-admission on academic probation)	7 yrs	Academic Standing	<b>Re-Admission on</b> Academic Probation	Date
	Required to Withdraw - Letter	7 yrs	Academic Standing	<b>Required to Withdraw</b>	Date
	Repeat Course 3X + Letter & supporting Documentation	1 yr	Registration	Special approval forms (Waivers)	<b>COURSE &amp; Date</b>
	Returned Mail	2 yrs	<b>Application</b>	Returned Mail	Date

<b>S</b>	Secondary School Transcripts	<i>permanent</i>	Transcript	Secondary School	<b>School (B.C.) or Province &amp; Date Issued</b>
	Special Approval to Register	<i>1 yr</i>	Registration	Special Approval Forms	Date
	Student Interview Form	<i>2 yrs</i>	<b>Application</b>	<b>Correspondence</b>	Date
	Student Status Change Form ( <b>address</b> change)	<i>2 yrs</i>	<b>Application</b>	<b>Change of Address</b>	Date
<b>S</b>	Student Status Change Form ( <b>name</b> change) (re-scan and cut signature only save as: Sign, Sign, Date)	<i>permanent</i>	Signature	<b>Change name</b>	Date
	Study Permit Extension Letter	<i>2 yrs</i>	<b>Application</b>	<b>Correspondence</b>	Date
<b>T</b>	TOEFL Test Results	<i>2 yrs</i>	<b>Application</b>	Test results	<b>TOEFL &amp; Date of Test</b>
	Transcript Pick-up confirmation	<i>permanent</i>	<b>Transcript</b>	<b>Correspondence</b>	Date
	Transfer Credit Letter / Application Rescan as transcript	<i>permanent</i>	Transcript (external)	<b>Advanced Standing</b>	Date Evaluated
	Transcript (Post-secondary) TIPS & TRICKS: For security paper, try grey scale scan, try copying (copy > special features > 2nd page > sharpness > select low/mid range > done > start ) then scan b&w	<i>permanent</i>	Transcript (external)	<b>Post Secondary</b>	<b>School (B.C.) or Province &amp; Date Issued</b>







**UOIT Registrar's  
Office  
Records Retention  
Schedule**

**Admissions information  
Non-enrolled applicants  
(accepted or rejected)**

Document/Data	Form	Retention
Acceptance letters		1 year after application term (hard copy letters or generic letters/email with record of names and student numbers)
Admission applications, via OUAC	Electronic Banner records	May be purged 1 year after application term
Admission applications, internal	Hard copy	1 year after application term
	Electronic Banner records	Permanent
Advanced standing letters	Hard copy	1 year after application term
Correspondence, general	Hard copy	1 year after application term
Letters of recommendation	Hard copy	1 year after application term
Medical records, including vaccination certificates	Hard copy	1 year after application term
Permanent residency documentation	Hard copy	1 year after application term
Test scores (e.g. SAT)	Hard copy/Electronic	1 year after application term
Transcripts	Hard copy / Electronic	1 year after application term

**Admissions information  
Enrolled students**

Document/Data	Form	Retention
Acceptance letters	hard copy letters or generic letters/email with record of names and student numbers	5 years after graduation or date of last attendance

Admission applications, Via OUAC	Electronic Banner records	Permanent
Admission applications, internal	Hard copy	5 years after graduation or date of last attendance
	Electronic Banner records	Permanent
Advanced standing letters	Hard copy	5 years after graduation or date of last attendance
Correspondence, general	Hard copy	5 years after graduation or date of last attendance
Letters of recommendation	Hard copy	Following admission
Medical records, including vaccination certificates	Hard copy	5 years after graduation or date of last attendance
Permanent residency documentation	Hard copy	5 years after graduation or date of last attendance
Test scores (e.g. SAT)	Hard copy	5 years after graduation or date of last attendance
Transcripts	Hard copy	5 years after graduation or date of last attendance
Transcripts	Electronic (EDI or hand- keyed)	Permanent

**Registration and Academic  
Progress**

Document/Data	Form	Retention Period
Academic records (including grades, practicum evaluations, etc.)	Electronic	Permanent
	Hard copy if applicable	5 years after graduation or date of last attendance
Application for Graduation	Electronic	Permanent
	Paper	1 year after date of graduation
Change of grade	Electronic	Permanent
	Paper	5 years after graduation or date of last attendance
Class lists	Electronic	Permanent
Correspondence	Hard copy	5 years after graduation or date of last attendance
	Electronic??	1 year following receipt
Course registrations and changes	Electronic	Permanent
Degree Audit Records	Electronic	Permanent
	Paper	1 year after graduation
Disciplinary action	Hard copy	5 years after graduation or date of last attendance
	Transcript notation	Retained as specified in disciplinary judgment.
Fee appeals	Hard copy	5 years after graduation or date of last attendance
Fee assessments	Electronic	Permanent

Grade appeals	Hard copy	5 years after graduation or date of last attendance
Graduation lists (official records of graduates)	Hard copy	Permanent
Graduation authorizations (signed by school/faculty rep)	Hard copy	5 years after graduation or date of last attendance
Hold requests	Hard copy	Until hold is removed
Letters of Permission	Hard copy	5 years after graduation or date of last attendance
Name changes	Hard copy	5 years after graduation or date of last attendance
Prerequisite waivers	Hard copy	5 years after graduation or date of last attendance
Transcript requests	Electronic	Permanent

**Other**

Document/Data	Form	Retention Period
OUAC application summary statistics	Hard copy	10 years from end of academic year of report
Ministry Enrolment Submissions	Hard copy	Permanent

**Registrar's Office  
December, 2003**