

## RCRP – HUMAN RESOURCES

University Filing System	Retention Period	Final Disposition	Primary Owners
<b>1000 Academic affairs</b>			
<b>1100 - Academic Program Organization</b> May include: <u>secondary copies</u> of academic planning, program financial evaluation, program feasibility & development, curriculum development, academic program management & appraisals.	As long as current	Destruction	No primary owner at this level.
<b>1200 Academic Co-operation</b> May include: <u>secondary copies</u> of academic co-operation agreements, student exchange programs.	As long as current	Destruction	No primary owner at this level.
<b>1300 Teaching Management</b> May include: <u>secondary copies</u> of academic session organization, course files, support for teaching, trainings & internships management.	As long as current	Destruction	No primary owner at this level.
<b>1400 Academic Personnel</b> May include: <u>secondary copies</u> of recruitment academic appointments, FT faculties, PT faculties, teaching & research assistants, academic visitors.	As long as current	Destruction	No primary owner at this level.
<b>2000 Student Affairs</b>			
<b>2100 Student Population</b> May include: secondary copies.	As long as current	Destruction	No primary owner at this level.
<b>2200 Management of Student Evaluations</b> May include: <u>secondary copies</u> of examination session management, registration of student grades, comprehensive exams, theses & dissertations management.	As long as current	Destruction	No primary owner at this level.
<b>2300 Graduation</b> May include: <u>secondary copies</u> of graduation lists, diploma management, replacement degree, teacher certification.	As long as current	Destruction	No primary owner at this level.
<b>2400 Student Services</b> May include: <u>secondary copies</u> of student orientation activities, support services for students, student advocate program, services for student with disabilities, counselling & psychological services, awards & scholarships, prizes, student aid, work study program, student associations, student elections, student projects, housing services.	As long as current	Destruction	No primary owner at this level.

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<b>3000 Research</b>			
<b>3100 Research Funding</b> May include: <u>secondary copies</u> of funding programs for research, research & development partnership, grant applications, recognition awards & prizes to researchers programs.	As long as current	Destruction	No primary owner at this level.
<b>3200 Research Development</b> May include: <u>secondary copies</u> of research chairs, research projects registry, research co-operation.	As long as current	Destruction	No primary owner at this level.
<b>3300 Research Projects</b> May include: <u>secondary copies</u> of research project, research project ethical evaluation, research involving human subjects.	As long as current	Destruction	No primary owner at this level.
<b>3400 Intellectual Property</b> May include: <u>secondary copies</u> of patents, trademarks, commercialization of inventions.	As long as current	Destruction	No primary owner at this level.
<b>4000 Governance</b>			
<b>4100 Constitution &amp; Governing Bodies</b> May include: <u>secondary copies</u> of governing bodies committees, official strategic plans, official university identifications.	As long as current	Destruction	No primary owner at this level.
<b>4120 Governing Bodies – Committees</b> May include: schedule of meetings, notifications, agendas, minutes, supporting documentation and resolutions, correspondence and follow-up meetings, of University governing bodies, such as: Board of Governors and Senate and their Standing Committees, Steering Committees, Faculties and Schools Councils, President Executive Group (PEG). <b>Note:</b> for meetings of units, departments and ad hoc committees, see category 5111.	10 years	Permanent Retention	Secretaries of: Board of Governors and Senate, Standing Committees, Steering Committees, Faculties, Schools and other statutory committees.
<b>4130 Organization Charts and Mandates</b> May include: Organization charts, mandates, consultations and organizational or structural analyses (re-evaluation of mandates, restructuring)	As long as current + 3 years	Permanent Retention	All responsible units
<b>4131 Delegation of Authority</b> May include: records related to allocation and delegation of authority in administrative units.	Replaced by a new version + 5 years	Permanent Retention	All responsible units
<b>4200 Regulations</b> May include: <u>secondary copies</u> of university policies, rights & responsibilities.	As long as current	Destruction	No primary owner at this level.

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<b>4300 Audit</b> May include: <u>secondary copies</u> of internal audit, research project audit, risk management.	As long as current	Destruction	No primary owner at this level.
<b>5000 Administration</b>			
<b>5100 Departmental Management</b> May include: secondary copies.	As long as current	Destruction	No primary owner at this level.
<b>5110 Planning</b> May include: annual, three-year and five-year master plans, strategic planning, action plans and summary records establishing specific and general objectives.	6 years	Permanent Retention	All responsible units
<b>5111 - Meetings of Units and Departments</b> May include: Agendas, supporting documentation, minutes, status reports.	5 years	Permanent Retention	All responsible units
<b>5112 - Reports, Studies and Analyses</b> May include: Annual reports, activity reports, progress reports; studies and analyses, surveys, inquiries and questionnaires.	As long as current + 3 years	Permanent Retention	All responsible units
<b>5113 - Statistics</b> May include: Data collection, periodical and/or annual statistics, cumulative and summary data analysis.	5 years	Permanent Retention	All responsible units
<b>5120 - General Administrative Management</b> May include: General correspondence, meeting notes, short-term action plans, drafts, proposals and working documents, budget control and transaction records, work orders, memoranda, templates, blank forms, business trip organization.	2 years	Destruction	All responsible units
<b>5121 Working Time Control</b> May include: work schedules, vacation and absence control records, flexible hours control and employees' time management, clock cards, time detailed reports.	2 years	Destruction	All responsible units
<b>5122 Requests for General Information</b> May include: internal or external requests of general or specific interest addressed to the University.	1 year	Destruction	All responsible units
<b>5123 Specific Guidelines &amp; Procedures</b> May include: administrative standards, templates, blank forms, guidelines, instructions and operational procedures.	Replaced by a new version + 2 years	Destruction	All responsible units

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<b>5130 - Reference Documentation</b> May include: Publications, press clippings, extracts from books, articles, brochures, catalogues, technical records, manuals, government legislation and regulations.	As long as needed	Destruction	All responsible units
<b>5131 Contact Information</b> May include: contact details, web and email addresses, distribution lists.	Replaced by a new version	Destruction	All responsible units
<b>5140 External Publications</b> May include: all types of publications originating from external bodies and used for reference or information purposes.	As long as current	Destruction	All responsible units
<b>5160 University Events</b> May include: records related to official ceremonies, academic, social, cultural or sports activities organized or held by the University, programs, order of proceedings, lists of participants, guest books, addresses, speeches, press clippings, photographs and specimens of prizes, acts of colloquia, kits given to participants.	5 years	Permanent Retention	All responsible units
<b>5161 Event Logistics</b> May include: correspondence, invitation lists, catering, room reservations, working documents.	3 years	Destruction	All responsible units
<b>5162 Licences &amp; Permit</b> May include: licences, alcohol permits.	3 years	Destruction	All responsible units
<b>5170 External Relations</b> May include: Strategies, statistics and reports required by various governmental authorities, position papers and proposals; minutes, official correspondence, programs, addresses and speeches, proceedings and reports of social activities and joint projects.	Until the end of the event + 5 years	Permanent Retention	All responsible units
<b>5171 Conferences &amp; Seminars – External</b> May include: programs and activity reports of conferences, seminars and colloquia held outside the University and attended by University members for professional development.	5 years	Destruction	All responsible units
<b>5172 Public Relations Activities</b> May include: briefing packages, detailed schedules, order of proceedings, meetings' notes or short reports written within the framework of public relations activities with individuals or organization representatives, from Concordia or outside.	5 years	Permanent Retention	All responsible units

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<b>5173 Professional Services</b> May include: short-term contracts for specific projects managed by administrative units.	End of contract + 10 years	Destruction	All responsible units
<b>5174 Supplier Files</b> May include: service offerings, contracts and guarantees managed by administrative units, correspondence, catalogues, price lists.	End of contract + 10 years	Destruction	All responsible units
<b>5175 Grants (Non-Research) – Approved</b> May include: applications by University units for special projects (not related to research); description of projects, activity reports, evaluations and follow-ups.	End of project + 7 years	Destruction	All responsible units
<b>5176 Grant Applications – Refused</b> May include: applications for grants, description of projects, letters of refusal.	3 years	Destruction	All responsible units
<b>5180 Recognition Awards &amp; Prizes – Programs</b> May include: programs description and call for proposals, nomination dossiers, selection committee evaluations and recommendations, lists of selected candidates and notifications of acceptance.	As long as current + 7 years	Permanent Retention	Unit responsible of the final selection.
<b>5181 Candidate Files – Accepted</b> May include: CVs and supporting documents	7 years	Permanent Retention	Unit responsible of the final selection.
<b>5182 Candidate Files – Refused</b> May include: CVs and supporting documents.	1 year	Destruction	Units involved in the selection process.
<b>5200 Legal Affairs</b> May include: <u>secondary copies</u> of legal opinions, litigation, student tribunals, group insurance, copyrights, personal information management, access to information.	As long as current	Destruction	No primary owner at this level.
<b>5271 Copyrighted Material - Temporary Use</b> May include: permissions to use temporarily copyrighted material.	Term of use + 7 years	Destruction	All responsible units
<b>5283 Confidentiality Agreements</b> May include: confidentiality agreements.	Until the end of employment or engagement + 3 years	Destruction	All responsible units
<b>5300 Records Management</b> May include: <u>secondary copies</u> of records management program, box listings, business processes.	As long as current	Destruction	No primary owner at this level.
<b>5400 Communications</b> May include: <u>secondary copies</u> of internal news & announcements, media relations, marketing campaigns.	As long as current	Destruction	No primary owner at this level.

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<b>5430 Media Coverage</b> May include: media coverage reports, articles, press clippings, selected audiovisual extracts from radio and television news programs and online media.	7 years	Permanent Retention	All responsible units
<b>5440 Websites</b> May include: templates, presentation pages and static elements (i.e. information texts), records associated with management of dynamic elements such as databases and utilization of content management software.	Replaced by a new version + 2 years	Permanent Retention	University Communication Services and any other unit responsible of managing their Website.
<b>5450 University Publications</b> May include: administrative, academic and educational publications produced by the University, records dealing with the preparation, production and distribution of the publications.	As long as current + 2 years	Permanent Retention	All responsible units
<b>5451 Legal Deposit</b> May include: correspondence, administrative forms and legal deposit certificates.	2 years	Permanent Retention	All responsible units
<b>5461 Promotional Material</b> May include: posters, brochures, displays and objects, pictures, photographs, audiovisual materials, multimedia (audio podcasts, videos, and webcasts), Concordia release forms, research material, scripts, interviews and story boards and other records used as promotional material.	3 years	Permanent Retention	All responsible units
<b>5500 Instructional &amp; Information Technology (IITS)</b> May include: secondary copies.	As long as current	Destruction	No primary owner at this level.
<b>6000 Human Resources</b>			
<b>6100 Employment Management &amp; Compensation</b> May include: secondary copies.	As long as current	Destruction	No primary owner at this level.
<b>6110 Staff &amp; Position Management</b> May include: position inventories, studies, analyses, reports and recommendations on personnel requirements and position status, abolition and transfer of positions, job evaluation programs, staff recruitment plans.	As long as current + 5 years	Permanent Retention	Human Resources, Provost Office, Faculties
<b>6111 Job Profiles</b> May include: official definition of functions and tasks of University personnel, work plans, allocation of administrative or teaching tasks.	Replaced by a new version + 5 years	Permanent Retention	Human Resources, Faculties, Academic Departments.

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<b>6112 Staff &amp; Seniority Lists</b> May include: lists of administrative personnel, seniority lists, cumulative listings of faculty appointments.	Replaced by a new version	Permanent Retention	Human Resources, Provost Office, Faculties
<b>6113 Evaluation of Positions</b> May include: requests for new position, evaluation of a position or reclassification, supporting documentation, questionnaires and decisions.	20 years	Destruction	Human Resources.
<b>6121 Joint Employment Equity Committee</b> May include: policies, evaluation grids, case files, correspondence, meeting notes, recommendations.	End of selection process + 5 years	Permanent Retention	Human Resources.
<b>6131 Job Posting</b> May include: job vacancy notices, announcements and advertisements, postings.	End of selection process + 7 years	Permanent Retention	Human Resources.
<b>6132 Unsuccessful External Candidates</b> May include: employment offer, curriculum vitae, evaluations. <b>Note:</b> for unsuccessful applications for position from University employees, see employee files categories.	End of selection process + 1 year	Destruction	Human Resources.
<b>6133 Skill Tests – Questionnaires</b> May include: templates of questionnaires.	Replaced by a new version	Destruction	Human Resources.
<b>6134 Skill Tests – Completed</b> May include: completed tests, evaluations and recommendations	7 years	Destruction	Human Resources.
<b>6200 Employee Files</b> May include: secondary copies.	As long as current	Destruction	No primary owner at this level.
<b>6210 Admin &amp; Support Staff - Permanent Employee Files</b> May include: employment offers, curriculum vitae, diplomas, application forms, job descriptions, notices of hire or change, salary progressions, salary adjustments, benefits, professional development activities, status changes, leave notices, letters of resignation and notices of termination.	According to the appropriate situation Date of hiring + 55 years or Late retirement (over 70) + 7 years or Deceased + 7 years	Destruction	Human Resources.

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<b>6211 Senior Administrators - Employee Files</b> May include: employment offers, curriculum vitae, diplomas; evaluations; salary progressions, salary adjustments; benefits; leave notices, letters of resignation, termination notices, annual review.	According to the appropriate situation Date of hiring + 55 years or Late retirement (over 70) + 7 years or Deceased + 7 years	Permanent Retention	Human Resources.
<b>6220 FT Faculties - Employee Files</b> May include: notices of hire, notices of change and other records related to payroll and benefits. <b>Note:</b> concerning full-time faculties' contract and academic dossier, see category 1421.	According to the appropriate situation Date of hiring + 55 years or Late retirement (over 70) + 7 years or Deceased + 7 years	Destruction	Human Resources.
<b>6230 PT Faculties - Employee Files</b> May include: contracts, payroll information, benefits. <b>Note:</b> concerning part-time faculties' professional and academic dossier, see category 1430.	According to the appropriate situation Date of hiring + 55 years or Late retirement (over 70) + 7 years or Deceased + 7 years	Destruction	Human Resources.
<b>6240 Short Term Contract Employees</b> May include: contracts for employees whose period of continuous employment does not exceed six (6) months and who are not on time sheets.	Retention rule under development	Retention rule under development	Human Resources and units that are exceptionally managing contracts of employees.
<b>6250 Employees Identification</b> May include: photos, master list of employees ID number.	Retention rule under development	Retention rule under development	Human Resources.
<b>6300 Payroll</b> May include: secondary copies.	As long as current	Destruction	No primary owner at this level.
<b>6310 Management of Salaries</b> May include: employee's salary history files, salary adjustments, market surveys, payroll characteristic reports sent to government.	Case file closed + 10 years	Destruction	Human Resources.
<b>6312 Salary Scales &amp; Pay Basis</b> May include: salary scales or bases of pay for different categories of employees, reports on salary changes, revisions of salary rates.	Replaced by a new version	Permanent Retention	Human Resources.



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<b>6320 Management of Payroll</b> May include: income tax-source deduction forms, stop payment forms, direct deposits, general ledger corrections, personal income tax reimbursements and various lists produced for management of payroll.	7 years	Destruction	Human Resources.
<b>6321 Time Sheets &amp; Supporting Documentation</b> May include: time sheets and supporting documents.	7 years	Destruction	Human Resources and units that are exceptionally managing payments of employees on time sheets.
<b>6322 Deductions</b> May include: deduction forms not related to benefit or taxes, such as saving bonds, parking deductions, Centraide deductions, FTQ check requisitions.	2 years	Destruction	Human Resources.
<b>6323 Income Tax Slips</b> May include: income tax slips after 1980, in digital format.	7 years <b>Note:</b> income tax slips on paper - from 1966 to 1979 are kept 50 years.	Destruction	Human Resources.
<b>6324 Saving Bonds - Campaign Files</b> May include: University's bulk purchase of savings bonds, campaign documentation from issuing institutions.	End of activity + 2 years	Destruction	Human Resources.
<b>6325 Payroll - Check Requisitions</b> May include: check requisitions managed by Payroll Services (with the exception of check requisitions for stipends, grievances, retirement or termination settlements).	15 years	Destruction	Human Resources.
<b>6326 Garnishment</b> May include: court orders, subpoenas, requirement to pay notices, garnishee notices, amount to pay updates, withdrawal notices and copies of forms sent to governments or creditors.	After reception of release from government or other creditor + 4 years	Destruction	Human Resources, University Secretariat.
<b>6400 Benefits &amp; Pension</b> May include: secondary copies.	As long as current	Destruction	No primary owner at this level.
<b>6410 Benefit Programs</b> May include: benefit contributions (employee, employer), reports on the administration and payment of benefits, and annual statements of all benefits earnings (benefit statements).	Replaced by a new version + 7 years	Destruction	Human Resources.
<b>6411 Employees - Medical File</b> May include: case history, diagnosis, medical reports, care prescribed, CSST documents.	Case file closed + 10 years	Destruction	Human Resources.

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<b>6420 Employee Assistance Programs</b> May include: records related to information, awareness and prevention activities.	End of activity + 3 years	Destruction	Human Resources.
<b>6431 Pension Files - Termination (Deceased)</b> May include: applications for pension benefit, pension estimates, status of contributions and interest, transfers, current contribution statement, entitlement statements following legal separation, divorce or annulment of marriage, dependent minor children certificates, requests for corrections, declarations of common-law spouse, buy-back requests, salary history.	Until full settlement + 10 years <b>Note:</b> until full settlement of pension with beneficiaries.	Destruction	Human Resources.
<b>6432 Pension Files - Termination (Not Deceased)</b> May include: records in pension files, except for attestations of termination. <b>Note:</b> for attestations of termination and their related documents, see category 6433.	Case file closed + 10 years	Destruction	Human Resources.
<b>6433 Pension - Attestations of Termination</b> May include: final contribution statements and records relating to the termination of plan membership.	According to the appropriate situation	Destruction	Human Resources.
<b>6500 Labour Relations</b> May include: secondary copies.	As long as current	Destruction	No primary owner at this level.
<b>6510 Union Accreditations</b> May include: copies of accreditations, charters and regulations of all University Unions.	Ending date of legal document	Permanent Retention	Human Resources.
<b>6520 Union Activities</b> May include: lists of union delegates and executive members for each University Union.	As long as current <b>Note:</b> replaced by a new version + duration of the next 2 collective agreements.	Destruction	Human Resources.
<b>6521 Leaves for Union Activities</b> May include: requests and advice for leave for union activities.	1 year	Destruction	Human Resources.
<b>6530 Negotiations</b> May include: mandates, bargaining files, exchange of proposals, strategy records, proceedings of bargaining sessions, legal opinions, cost projections.	As long as current <b>Note:</b> until signature + duration of the next 2 collective agreements.	Permanent Retention	Human Resources.

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<b>6540 Collective Agreements</b> May include: original copy of collective agreements, letters of agreement attached and documents relating to the interpretation of collective agreements.	As long as current <b>Note:</b> ending date of agreement + duration of the next 2 collective agreements.	As long as current <b>Note:</b> ending date of agreement + duration of the next 2 collective agreements.	Human Resources.
<b>6550 Labour Relations - Case Files</b> May include: copies of complaints and other disputes and related information.	End of employment + 20 years	Destruction	Human Resources, Provost Office, Faculties
<b>6551 Complaints &amp; Grievances</b> May include: grievance forms, adjudications, complaints under labour code, harassment complaints, injunctions, legal action or procedures, reports of hearings, letters of agreement, legal decisions, definitions of essential services and press files.	Case file closed + 5 years	Permanent Retention <b>Note:</b> records in the griever's employee file should be destroyed immediately after the ending of the retention period set out in the collective agreement.	Human Resources, Provost Office.
<b>6552 Conflict Management</b> May include: meeting notes, mediator follow-ups, reference documentation.	Case file closed + 3 years	Destruction	Human Resources, Provost Office, Faculties.
<b>6600 Professional Development</b> May include: secondary copies.	As long as current	Destruction	No primary owner at this level.
<b>6610 Professional Development – Programs</b> May include: description of career services, courses, publicity, workshops and seminars, documentation offered, activity reports.	Replaced by a new version + 3 years	Permanent Retention	Human Resources.
<b>6611 Professional Development - Activity Management</b> May include: applications for training, evaluation criteria, budgets, announcements, registration lists.	7 years	Destruction	Human Resources.
<b>7000 Financial Resources</b>			
<b>7100 Funding &amp; Investments</b> May include: <u>secondary copies</u> of restricted fund, capital & credit portfolio, cash management portfolio, grants, investment, loans, guaranteed, pension investment.	As long as current	Destruction	No primary owner at this level.

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<b>7212 - Periodical Budget Forecasts</b> May include: Budget planning, periodical budget forecasts, reports, supporting documentation and notes.	Fiscal year + 1 year	Destruction	All responsible units
<b>7300 General Accounting</b> May include: <u>secondary copies</u> of accounting charts, accounting registers & journals, journal entries, accounts receivable, invoices, student account, credit card transactions, purchasing, request for proposal, accounts payable, expense report, taxes, awards & bursary payments, retail sale transactions, bank transactions.	As long as current	Destruction	No primary owner at this level.
<b>8000 Facilities Management</b>			
<b>8100 Real Estate Management</b> May include: <u>secondary copies</u> of facilities strategic planning, property files, estate inventories, construction project.	As long as current	Destruction	No primary owner at this level.
<b>8134 Renovation - Unit Files</b> May include: requests and follow-up with preliminary sketches, estimates, proposals.	End of renovation + 1 year	Destruction	All responsible units
<b>8200 Facilities Operations</b> May include: secondary copies.	As long as current	Destruction	No primary owner at this level.
<b>8224 Movable Equipment &amp; Furniture</b> May include: technical records, manuals, instruction booklets and warranties.	Until disposal of the good	Destruction	All responsible units
<b>8230 Rental of Equipment</b> May include: short-term contracts and registration forms for rental of sports equipment or equipment of research centres.	End of contract + 3 years	Destruction	All responsible units
<b>8300 Environmental Health &amp; Safety</b> May include: <u>secondary copies</u> of environmental health & safety programs, environmental health & safety trainings, hazardous material management, sustainability program.	As long as current	Destruction	No primary owner at this level.
<b>8400 Security</b> May include: <u>secondary copies</u> of security management, event risk evaluations, logs & alarm reports, security patrols, investigation files, emergency management	As long as current	Destruction	No primary owner at this level.

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<b>9000 Community Relations &amp; Services</b>			
<b>9100 Advancement &amp; Alumni Relations</b> May include: <u>secondary copies</u> of fundraising campaigns & projects, donor files, potential donors, donation files, alumni relations, alumni association.	As long as current	Destruction	No primary owner at this level.
<b>9200 Archives, Libraries &amp; Art Galleries Holdings</b> May include: <u>secondary copies</u> of historical archives programs, libraries collection, inventory, services, loans.	As long as current	Destruction	No primary owner at this level.
<b>9300 Community Relations</b> May include: <u>secondary copies</u> of private estates management, urban & cultural projects.	As long as current	Destruction	No primary owner at this level.
<b>9400 Services for University Community</b> May include: <u>secondary copies</u> of health services, ombudsperson.	As long as current	Destruction	No primary owner at this level.
<b>9430 Information &amp; Orientation Activities</b> May include: audiovisual presentations, information materials and kits, display material.	5 years	Destruction	All responsible units
<b>9500 Recreation &amp; Athletics</b> May include: <u>secondary copies</u> of recreation programs management, recreation activities membership, sport camps, varsity sports management, varsity sports teams, championships & tournaments, sport & athletics recognition events, athletics awards & bursaries programs.	As long as current	Destruction	No primary owner at this level.