

FANSHAWE COLLEGE POLICY MANUAL

1. ADMINISTRATIVE POLICIES AND PROCEDURES SECTION I - MISCELLANEOUS - ADMINISTRATIVE

TITLE: RETENTION OF RECORDS AND CORRESPONDENCE

POLICY NUMBER: 1-I-03
EFFECTIVE DATE: 1987 06 16
SUPERSEDES:
REFERENCE: SA-77-17

The purpose of this policy is to provide a mechanism to ensure that copies of essential file materials are retained without duplication and unnecessary expansion of the capacity to store such records. The policy assumes that most correspondence is active for only a short period of time and can therefore be destroyed on completion of the transaction and that the useful life of many reports and other documents does not extend beyond three years.

In order to reduce the bulk of material retained on file and to avoid the duplication of files, the originator of a memo, letter or other document is responsible for retaining a copy of such material for a minimum period of three years. Recipients of copies of the original material may, therefore, destroy inactive material at any time in the knowledge that the original will be retained in the originator's file for at least three years or, at her/his discretion, for a longer period. An exemption to this three-year period is the retention of instructors' records of student grades for tests, assignments and other activities on which end of semester grades are based. Such records must be retained by instructors for the period of time specified in the policy entitled 'Course Grade System for Recording Academic Standing'.