



Records Retention

Rationale

Regulations exist to ensure sensitive records are securely retained for an appropriate period of time in order to comply with law and best practices.

Definitions

Regulations

1 Financial records are held by the Finance Department in a locked storage area for a period of time as required by the Canada Revenue Agency.

2 HR related employment records are held by the General Manager in a locked storage area for three years past the end date of employment.

3 All contracts that SAMU is bound to are kept in a locked storage area in the GM's office. Digital copies are held in a secure archive by the GM.

3.1 Any contract that is ratified by referendum or Students' Council, and the GM employment contract, will be held in the President's office.

4 E-mails of financial, legal, or HR related matters are kept and archived.

5 All governance documents and decisions are archived and are backed up every six months.

6 A secondary back-up of all digital records is conducted June 30 and is kept in a locked storage area in the GM office.

7 All student personal information is kept in a secure location.

8 Each department must archive a digital copy of all important, as determined by the director of each department, documents.

Fact Sheet**Approvals:**

First Approval – April 1, 2015

Last Approval –

Review By: February 24, 2017

Source and Updates:

April 1, 2015: *Records Retention* approved by Executive Committee motion 2015-04-01-10 upon the recommendation of the Procedure Sub Committee.

Related Documents: