

## Records Management Tools You Can Use

# Filing Guide for Regular Studies Faculty Records

Records relating to various human resources and student services functions performed by Division Chairs, Department Chairs, or regular studies faculty members. This list does not include records maintained by the Deans.

RECORD CATEGORY	USE TO FILE	RETAIN
<b>Faculty Recruitment Competitions</b>	Applications, resumes, curriculum vitae, cover letters, interview notes, and/or scoring and ranking sheets, interview schedules and lists of candidates, interview questions, copies of presentation materials, reference letters, notes from reference checks, copies of <i>Faculty Appointment Recommendation</i> forms, and correspondence.	<i>Selection Committee Chair:</i> Until candidate selected or competition cancelled, then transfer records to storage for 2 years*.
<b>Faculty Non-Instructional Duty Reports</b>	Non-instructional duty reports, which include information such as the faculty member's name and department and a description of the activities undertaken during the term.	<i>Division Chairs:</i> 5 years in office then transfer to storage for 5 years**
<b>Limited Enrolment Courses or Programs – Selected Students</b>	Copies of <i>Application for Admission</i> forms, resumes, reference letters, academic or professional credentials, proof of work experience, completed entrance examinations, lists of admitted students, and correspondence used to evaluate students.	<i>Department Chair:</i> Until decision is made then move records to Student Information Files-Faculty Reference
<b>Limited Enrolment Courses or Programs – Unselected Students</b>	Copies of <i>Application for Admission</i> forms, resumes, reference letters, academic or professional credentials, proof of work experience, completed entrance examinations, lists of admitted students, and correspondence used to evaluate students.	<i>Department Chair:</i> 1 year after decision is made
<b>Student Information Files – Faculty Reference</b>	Copies of documents found in the official student record maintained by the Registrar's Office, including <i>Application for Admission</i> forms, resumes, reference letters, academic or professional credentials, proof of work experience, and completed entrance examinations. It may also include correspondence, including e-mails filed electronically.	<i>All Regular Studies Faculty:</i> 1 year after last date of attendance in course or program
<b>Student Final Examinations and Evaluations</b>	Final examinations or evaluations completed by students.	<i>All Regular Studies Faculty:</i> 1 year
<b>Student Grade Appeal Cases</b>	Copies of <i>Informal Appeal of Final Grade</i> forms, copies of <i>Formal Appeal of Final Grade</i> forms, the student's supporting course material, material used by the instructor in the final grade evaluation, the Department Appeals Committee's final decision and reasons for its decision, and copies of letters to students informing them of the Committee's decision. Original appeal forms are in the student's file maintained by the Registrar's Office.	<i>Appeals Committee Chair:</i> 1 year after appeal process completed

\* Committee Chairs have the option of transferring competition records to storage at any time during the 2 year retention period, or keeping them in the office if space permits.

\*\* Division Chairs have the option of transferring non-instructional duty reports to storage at any time during the total 10 year retention period, if filing space becomes an issue.