

COLLEGE RECORDS DIRECTORY as of July 2024

Record Classification Number	Record Classification Title	Cost Centre	Format	Retention & Disposal Schedule	Department/Unit	Personal Information Bank	Date Created	Approval Date
AD-	ADMINISTRATION							
AD-010	POLICIES AND PROCEDURES						Dec. 15, 2004	Apr. 22, 2005
AD-010-001	Departmental Policies and Procedures	0	Paper	Destroy when revised or replaced	Common Records		Dec. 15, 2004	Apr. 22, 2005
AD-100	ADMINISTRATIVE REPORTING AND STATISTICAL ANALYSIS						Dec. 15, 2004	Apr. 22, 2005
AD-100-001	Administrative Reports and Statistics	0	Paper	Destroy when outdated	Common Records		Dec. 15, 2004	Apr. 22, 2005
AD-110	CORRESPONDENCE						Dec. 15, 2004	Apr. 22, 2005
AD-110-002	Letters of Appreciation, Complaint, Enquiry and Condolence	0	Paper	Destroy after 1 year in office	Common Records		Dec. 15, 2004	Apr. 22, 2005
AD-120	COMMITTEES						Dec. 15, 2004	Apr. 22, 2005
AD-120-001	Internal Committee Meeting Minutes, Agenda and Reports	0	Paper	Chair transfers committee records to College Archives after 5 years in office	Common Records		Dec. 15, 2004	Apr. 22, 2005
AD-120-002	Internal Committee Meeting Minutes, Agenda and Reports	0	Electronic	Retain online indefinitely	Common Records		Dec. 15, 2004	Apr. 22, 2005
AD-120-003	External Committee Meeting Minutes, Agenda and Reports	0	Paper	Destroy when reference use ended	Common Records		Dec. 15, 2004	Apr. 22, 2005
AD-130	CONFERENCES, SEMINARS AND SYMPOSIA						Dec. 15, 2004	Apr. 22, 2005
AD-130-001	Conference Reports and Proceedings	0	Paper	Destroy after 2 years in office	Common Records		Dec. 15, 2004	Apr. 22, 2005
AD-130-002	Conference Travel Arrangements and Expenses	0	Paper	Destroy after 2 years in office	Common Records		Dec. 15, 2004	Apr. 22, 2005
AD-140	DEPARTMENT MANAGEMENT						Dec. 15, 2004	Apr. 22, 2005
AD-140-001	Budget Plans and Reports - Departmental	0	Paper	Destroy after 2 years in office	Common Records		Dec. 15, 2004	Apr. 22, 2005
AD-140-002	Human Resources Files - Departmental	0	Paper	Destroy when employment ceases or employee transfers from department plus 1 year in office	Common Records	PIB	Dec. 15, 2004	Apr. 22, 2005
AD-140-004	Operational and Strategic Plans and Reports - Departmental	0	Paper	Destroy when outdated	Common Records		Dec. 15, 2004	Apr. 22, 2005
AD-140-005	Purchase Requisitions and Invoices - Departmental	0	Paper	Destroy after 2 years in office	Common Records		Dec. 15, 2004	Apr. 22, 2005
AD-150	EVENTS, CEREMONIES AND CELEBRATIONS						Dec. 15, 2004	Apr. 22, 2005
AD-150-001	Events, Ceremonies and Celebrations - Plans	0	Paper	Destroy after event held plus 3 years in office	Common Records		Dec. 15, 2004	Apr. 22, 2005
AD-150-002	Events, Ceremonies and Celebrations - Final Commemorative Material	0	Multi-media	Transfer to College Archives after event held plus 3 years in office	Common Records		Dec. 15, 2004	Apr. 22, 2005
AD-160	EQUIPMENT USAGE						Apr. 21, 2006	May. 30, 2006
AD-160-001	Equipment Usage Reports	64011	Paper	Destroy when reference use ended	College Services		Apr. 21, 2006	May. 30, 2006
AD-160-002	Facsimile Transmittal Confirmation Form	64011	Paper	Destroy after 1 year in office	College Services		Apr. 21, 2006	May. 30, 2006
AD-165	EQUIPMENT MAINTENANCE AND REPAIR						Apr. 21, 2006	May. 30, 2006
AD-165-001	Equipment Maintenance and Repairs	64011	Paper	Destroy when equipment no longer used plus 2 years in office	College Services		Apr. 21, 2006	May. 30, 2006
AD-165-002	Asset Control and Inventory Report	64011	Paper	Destroy when reference use ended	College Services		Apr. 21, 2006	May. 30, 2006
AD-165-003	Telephone Directory Changes	64011	Paper	Destroy after 1 year in office	College Services		Apr. 21, 2006	May. 30, 2006
AD-170	SERVICE REQUISITION						Apr. 21, 2006	May. 30, 2006
AD-170-001	Print Shop Service Requisitions	64011	Paper	Destroy after 1 year in office	College Services		Apr. 21, 2006	May. 30, 2006
AD-170-002	Word Processing Services Log Book	64011	Paper	Destroy when log book filled	College Services		Apr. 21, 2006	May. 30, 2006

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AD-200	INSTITUTIONAL RESEARCH						Nov. 20, 2006	Jan. 11, 2007
AD-200-001	Student Survey Reports	6601	Electronic	Delete after 5 years on-line	Institutional Research		Nov. 20, 2006	Jan. 11, 2007
AD-200-002	Course Registration Activity Reports	6601	Paper	Destroy after 5 years in office	Institutional Research		Nov. 20, 2006	Jan. 11, 2007
AD-200-003	College Service Plan and Report	6601	Paper	Transfer to College Archives after 5 years in office	Institutional Research		Nov. 20, 2006	Jan. 11, 2007
AD-200-004	Student Enrolment Fact Sheets and Summary Reports	6601	Paper	Destroy after 5 years in office	Institutional Research		Nov. 20, 2006	Jan. 11, 2007
AD-300	INFORMATION / LOST AND FOUND SERVICES						Sept. 28, 2004	Jan. 5, 2005
AD-300-001	Information Enquiry Logs – Daily	2201	Paper	Destroy after 6 months in office	Information Kiosk		Dec. 2, 2013	Dec. 18, 2013
AD-300-002	Information Enquiry Statistics – Monthly	2201	Paper	Destroy after 3 years in office	Information Kiosk		Dec. 2, 2013	Dec. 18, 2013
AD-300-003	Information Enquiry Statistics – Year-end	2201	Paper	Destroy when reference use ended	Information Kiosk		Dec. 2, 2013	Dec. 18, 2013
AD-300-004	Lost and Found Logs	2201	Paper	Destroy after 18 months in office	Information Kiosk		Dec. 2, 2013	Dec. 18, 2013
AD-320	MEETINGS AND PRESENTATIONS						Dec. 15, 2004	Apr. 22, 2005
AD-320-001	Administrative Meeting Minutes and Agenda	0	Paper	Destroy after 2 years in office	Common Records		Dec. 15, 2004	Apr. 22, 2005
AD-320-002	Presentation Material	0	Paper	Transfer selected records to the College Archives when outdated	Common Records		Dec. 15, 2004	Apr. 22, 2005
AD-320-003	Presentation Material	0	Electronic	Delete when reference use ended	Common Records		Sep. 19, 2017	Sep. 19, 2017
AD-340	PROJECT MANAGEMENT				Common Records		Dec. 15, 2004	Apr. 22, 2005
AD-340-001	Project Plans, Meeting Minutes and Status Reports	0	Paper	Destroy after project completed plus 5 years in office	Common Records		Dec. 15, 2004	Apr. 22, 2005
AD-340-003	Project Final Reports	0	Paper	Transfer to College Archives when project completed plus 5 years in office	Common Records		Dec. 15, 2004	Apr. 22, 2005
AD-340-004	Project Final Reports	0	Electronic	Delete when project completed plus 5 years online	Common Records		Sep. 19, 2017	Sep. 19, 2017
AD-500	REFERENCE AND LIAISON						Dec. 15, 2004	Apr. 22, 2005
AD-500-001	Reference and Liaison Material	0	Paper	Destroy when reference use ended	Common Records		Sep. 19, 2017	Sep. 19, 2017
AD-700	SECURITY – INCIDENT REPORTING						Oct. 5, 2004	Apr. 11, 2005
AD-700-001	Security Daily Shift Report	6301	Paper	Destroy after 1 week in office. Security company maintains its copy	Facilities/Security		Oct. 5, 2004	Apr. 11, 2005
AD-700-002	Security Incident Report	6301	Paper	Destroy after 7 years in office	Facilities/Security		Oct. 5, 2004	Apr. 11, 2005
AD-700-003	Security Incidents - Monthly Summary Report	6301	Paper	Destroy after 5 years in office and 10 years in storage	Facilities/Security		Oct. 5, 2004	Apr. 11, 2005
AD-700-004	Fire Alarms and Incidents Log Book	6301	Paper	Destroy when outdated	Facilities/Security		Oct. 5, 2004	Apr. 11, 2005
AD-700-005	Insecure Door Report	6301	Paper	Destroy after 1 year in office	Facilities/Security		Oct. 5, 2004	Apr. 11, 2005
AD-700-006	Non-Academic Misconduct Cases	6301	Paper	Destroy when reference use ended plus 1 year in office	Facilities/Security	PIB	Oct. 5, 2004	Apr. 11, 2005
AD-700-007	Non-Standard Hours Incident Reports	6301	Paper	Destroy after 1 year in office	Facilities/Security		Oct. 5, 2004	Apr. 11, 2005
					Facilities/Security			
AD-710	SECURITY – PROPERTY ACCESS CONTROL				Facilities/Security		Oct. 5, 2004	Apr. 11, 2005
AD-710-001	Key and Access Logs	6301	Paper	Destroy after 1 year in office	Facilities/Security		Oct. 5, 2004	Apr. 11, 2005
AD-710-002	Master Key Register	6301	Paper	Destroy when outdated	Facilities/Security		Oct. 5, 2004	Apr. 11, 2005
AD-710-003	Access Card Issuance Form	6301	Paper	Destroy when outdated	Facilities/Security		Feb. 16, 2005	Apr. 11, 2005
AD-710-004	Access Card Usage Database	6301	Electronic	Delete 1 year after employment/contract ceases	Facilities/Security	PIB	Feb. 16, 2005	Apr. 11, 2005
AD-710-005	Access Card Usage History Report	6301	Paper	Destroy when reference use ended	Facilities/Security		Feb. 16, 2005	Apr. 11, 2005
					Facilities/Security			
AD-720	SECURITY AND SAFETY - MONITORING				Facilities/Security		Oct. 5, 2004	Apr. 11, 2005
AD-720-001	Facility Inspection Reports - Non-WCB	6301	Paper	Destroy after 3 years in office	Facilities/Security		Oct. 5, 2004	Apr. 11, 2005
AD-720-002	Persons of Interest - No Go Bulletins	6301	Paper	Destroy when reference use ended plus 1 year in office	Facilities/Security		Oct. 5, 2004	Apr. 11, 2005
AD-720-003	WCB Site Inspection Report	6301	Paper	Destroy when reference use ended	Facilities/Security		Oct. 5, 2004	Apr. 11, 2005

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AD-730	SECURITY AND SAFETY - PLANNING						Oct. 5, 2004	Apr. 11, 2005
AD-730-001	Fire Safety Plan	6301	Paper	Destroy when outdated	Facilities		Oct. 5, 2004	Apr. 11, 2005
CM-	COMMUNICATIONS AND PUBLIC INFORMATION							
CM-100	COLLEGE COMMUNICATIONS							
CM-100-001	Internal Communication Products	11091	Paper	Transfer one copy/sample to College Archives after distributed	Communications and Marketing		Jul. 10, 2007	Sept. 2, 2009
CM-100-002	External Communication Products	11091	Paper	Transfer one copy/sample to College Archives after distributed	Communications and Marketing		Jul. 10, 2007	Sept. 2, 2009
CM-100-003	Communication Product Development Files	11091	Paper	Retain until reference use ended	Communications and Marketing		Jul. 10, 2007	Sept. 2, 2009
CM-100-004	Graphics Services Production Files	11091	Paper	Destroy after 3 years in office and 2 years in storage	Communications and Marketing		Mar. 14, 2012	Apr. 12, 2012
CM-100-005	Internal Communication Products - By the Way Newsletter	64011	Paper	Transfer to College Archives when reference use ended	College Services		Apr. 21, 2006	May. 30, 2006
CM-100-006	Studio 58 Theatre Productions - Promotional Materials	4208	Paper/Audio-Vis	Transfer to College Archives when reference use ended	Theatre Arts		Feb. 27, 2009	Mar. 18, 2009
CM-100-007	Graphics Services Production Log Books	11091	Paper	Destroy when reference use ended	Communications and Marketing		Mar. 14, 2012	Apr. 12, 2012
CM-200	REQUESTS FOR RECORDS							
CM-200-001	Record and Information Requests	1134	Paper	Destroy after request processed plus 3 years in office	Records Management & Privacy		Sep. 19, 2017	Sep. 19, 2017
CM-200-002	Request Acknowledgements and Responses	1134	Electronic	Delete when reference use ended	Records Management & Privacy		Sep. 19, 2017	Sep. 19, 2017
EX	DIRECTORSHIP AND EXECUTIVE							
EX-200	BOARD GOVERNANCE POLICIES, BYLAWS AND RESOLUTIONS						Aug. 7, 2013	Aug. 26, 2013
EX-200-001	Board Governance Policies, Bylaws, and Resolutions	1102	Paper	Retain in office indefinitely	Board of Governors		Aug. 7, 2013	Aug. 26, 2013
EX-210	BOARD OF GOVERNORS - MEETINGS						Aug. 7, 2013	Aug. 26, 2013
EX-210-001	Board of Governors Meeting Minutes, Agenda, and Reports	1102	Paper	Retain in office indefinitely	Board of Governors		Aug. 7, 2013	Aug. 26, 2013
EX-210-002	Committees of the Board – Meeting Minutes, Agenda, and Reports	1102	Paper	Retain in office indefinitely	Board of Governors		Aug. 7, 2013	Aug. 26, 2013
EX-220	BOARD OF GOVERNORS - MEMBERS						Aug. 7, 2013	Aug. 26, 2013
EX-220-001	Board of Governors Member Files	1102	Paper	Transfer to College Archives after term expires plus 10 years in office	Board of Governors		Aug. 7, 2013	Aug. 26, 2013
FI-	FINANCE							
FI-100	ACCOUNTING						Dec. 15, 2004	Mar. 3, 2005
FI-100-001	Finance System	6201	Electronic	Retain on-line indefinitely	Financial Services		Dec. 15, 2004	Mar. 3, 2005
FI-100-002	Cashier Reports	6201	Paper	Destroy after 2 years in office and 5 years in storage	Financial Services		Dec. 15, 2004	Mar. 3, 2005
FI-100-003	Accounts Payable	6201	Paper	Destroy after 2 years in office and 5 years in storage	Financial Services		Dec. 15, 2004	Mar. 3, 2005
FI-100-004	Accounts Receivable	6201	Paper	Destroy after 2 years in office and 5 years in storage	Financial Services		Dec. 15, 2004	Mar. 3, 2005
FI-100-005	Tuition Tax Receipts	6201	Paper	Destroy after 2 years in office and 5 years in storage	Financial Services		Dec. 15, 2004	Mar. 3, 2005
FI-100-006	IMS Accounting and Activity Reports	2802	Paper	Destroy after 3 years in office	Instructional Media Services		TBD	
FI-100-007	Daily Register Reports - Bookstore Stock	2751	Paper	Destroy after 2 years in office and 5 years in storage	Bookstore		Mar. 29, 2007	Apr. 12, 2007
FI-100-008	Web-based Book Order Pick Lists	2751	Paper	Destroy after 1 semester in office	Bookstore		Sep. 27, 2017	Sep. 28, 2017
FI-110	GENERAL LEDGER CONTROL						Dec. 15, 2004	Mar. 3, 2005
FI-110-001	Journal Vouchers	6201	Paper	Destroy after 2 years in office and 5 years in storage	Financial Services		Dec. 15, 2004	Mar. 3, 2005

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FI-110-002	Account Reconciliation - System Correction Notes	6201	Paper	Destroy after 2 years in office and 5 years in storage	Financial Services		Dec. 15, 2004	Mar. 3, 2005
FI-110-003	Non-sufficient Funds (NSF) Warnings - Budget Transfer Approvals	6201	Paper	Destroy after 2 years in office and 5 years in storage	Financial Services		Dec. 15, 2004	Mar. 3, 2005
FI-120	CHEQUE AND BANK CONTROL							Mar. 3, 2005
FI-120-001	Cheques	6201	Paper	Destroy after 2 years in office and 5 years in storage	Financial Services		Dec. 15, 2004	Mar. 3, 2005
FI-120-002	Cheque Registers	6201	Paper	Destroy after 2 years in office and 5 years in storage	Financial Services		Dec. 15, 2004	Mar. 3, 2005
FI-120-003	Bank Accounts - Statements and Reconciliations	6201	Paper	Destroy after 2 years in office and 5 years in storage	Financial Services		Dec. 15, 2004	Mar. 3, 2005
FI-130	PAYROLL ADMINISTRATION						Dec. 15, 2004	Mar. 3, 2005
FI-130-001	Payroll Records - Active Employees	6201	Paper	Transfer to FI-130-002 when employment ceases	Financial Services		Dec. 15, 2004	Mar. 3, 2005
FI-130-002	Payroll Records - Former Employees	6201	Paper	Destroy after 1 year in office and 6 years in storage	Financial Services		Dec. 15, 2004	Mar. 3, 2005
FI-130-003	Bi-weekly Time Sheets	6201	Paper	Destroy after 2 years in office and 5 years in storage	Financial Services		Dec. 15, 2004	Mar. 3, 2005
FI-130-004	Payroll Registers	6201	Paper	Destroy after 2 years in office and 5 years in storage	Financial Services		Dec. 15, 2004	Mar. 3, 2005
FI-130-005	Tax Forms	6201	Magnetic Tape	Destroy tape after 7 years in office / Destroy paper after 2 years in office and 5 years in storage	Financial Services		Dec. 15, 2004	Mar. 3, 2005
FI-130-006	Pension Plan Reports	6201	Paper	Destroy after 2 years in office and 5 years in storage	Financial Services		Dec. 15, 2004	Mar. 3, 2005
FI-130-007	Records of Employment	6201	Paper	Destroy after 2 years in office and 5 years in storage	Financial Services		Dec. 15, 2004	Mar. 3, 2005
FI-200	COLLEGE INSURANCE - CLAIMS						Nov. 18, 2004	
FI-200-001	College Insurance Claims Cases	6101	Paper	Destroy after claim settled plus 4 years in office	V-P Administration & Finance		Sep. 24, 2013	Mar. 4, 2014
FI-210	EXTERNAL AUDIT						Jul. 13, 2005	Dec. 1, 2005
FI-210-001	External Audit Reports	6201	Paper	Transfer to College Archives after 3 years in office	Financial Services		Jul. 13, 2005	Dec. 1, 2005
FI-210-002	Liaison with External Auditor	6201	Paper	Destroy after 3 years in office and 4 years in storage	Financial Services		Jul. 13, 2005	Dec. 1, 2005
FI-210-003	Audited Financial Statements	6201	Paper	Transfer to College Archives after 3 years in office	Financial Services		Jul. 13, 2005	Dec. 1, 2005
FI-210-004	Audited FTE Enrolment Report	6202	Paper	Transfer to College Archives after 3 years in office	Budget Analysis & Planning Services		Jul. 13, 2005	
FI-220	BUDGET PLANNING AND MAINTENANCE						May. 12, 2009	Apr. 10, 2012
FI-220-001	Annual Budget Development	6201	Paper	Destroy after 3 years in office and 4 years in storage	Budget Analysis & Planning		May. 12, 2009	Apr. 10, 2012
FI-220-002	Capital Operating Budget and Plan – Working Papers	6202	Paper	Destroy after 3 years in office and 4 years in storage	Budget Analysis & Planning Services		Jul. 13, 2005	
FI-220-003	Annual Operating Plan and Budget - Final	6101	Paper	Destroy after 3 years in office and 4 years in storage	Bursar		Nov. 18, 2004	
FI-230	GOVERNMENT / NON-GOVERNMENT FUNDING						Jul. 13, 2005	Dec. 1, 2005
FI-230-001	Capital Projects - Certificates of Approval	6201	Paper	Transfer to College Archives after 3 years in office	Financial Services		Jul. 13, 2005	Dec. 1, 2005
FI-230-002	Matching Equipment Replacement Fund	6201	Paper	Destroy after 3 years in office and 4 years in storage	Financial Services		Jul. 13, 2005	Dec. 1, 2005
FI-230-003	Government / Non-Government Grants and Allowances	6201	Paper	Transfer to College Archives after 3 years in office	Financial Services		Jul. 13, 2005	Dec. 1, 2005
FI-240	FUNDING BY THE COLLEGE						Nov. 18, 2004	Dec. 1, 2005
FI-240-001	International Development Assistance Programs	6101	Paper	Destroy when program completed plus 5 years in office	Bursar		Nov. 18, 2004	
FI-240-002	Professional Development Fund - Computer Purchases	6201	Paper	Destroy after 3 years in office	Financial Services		Jul. 13, 2005	Dec. 1, 2005
FI-250	FINANCIAL INFORMATION REPORTING						Nov. 18, 2004	
FI-250-001	Financial Information Act Statements	6201	Paper	Transfer one copy to College Archives after distributed	Financial Services		Jul. 13, 2005	Dec. 1, 2005
FI-250-002	Student FTE Productivity Reports and Statistics	6202	Paper	Destroy after 3 years in office	Budget Analysis & Planning Services		Jul. 13, 2005	

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FI-250-003	Reports to Government	6202	Paper	Destroy after 3 years in office and 4 years in storage	Budget Analysis & Planning Services		Jul. 13, 2005	
FI-300	LIBRARY RESOURCES - ACQUISITION						Aug. 18, 2005	Apr. 4, 2006
FI-300-001	Book and Serial Orders	2902	Paper	Destroy after 3 years in office	Langara Library		Aug. 18, 2005	Apr. 4, 2006
FI-300-002	Audio-Visual Media Orders	2902	Paper	Destroy when materials no longer used	Langara Library		Aug. 18, 2005	Apr. 4, 2006
FI-300-003	Credit Card Orders Pending Log	2902	Paper	Destroy when reference use ended	Langara Library		Aug. 18, 2005	Apr. 4, 2006
FI-300-004	Purchase Orders - Direct Serial Orders	2902	Paper	Destroy when serial no longer ordered plus 1 year in office	Langara Library		Aug. 18, 2005	Apr. 4, 2006
FI-305	LIBRARY RESOURCES - OVERDUE ACCOUNTS						Dec. 14, 2005	Apr. 4, 2006
FI-305-001	Overdue Library Accounts - Marks Withheld List	2902	Paper	Destroy after 4 months in office	Langara Library		Dec. 14, 2005	Apr. 4, 2006
FP-	FACILITIES AND PURCHASING							
FP-100	PURCHASING						Oct. 5, 2004	Apr. 11, 2005
FP-100-001	Tenders and Quotations for Goods and Services	6301	Paper	Destroy after 4 years in office and 3 years in storage	Purchasing		Oct. 5, 2004	Apr. 11, 2005
FP-100-002	Purchase Orders	6301	Paper	Destroy after 4 years in office and 3 years in storage	Purchasing		Oct. 5, 2004	Apr. 11, 2005
FP-100-004	Textbook Requisitions	2751	Paper	Destroy after 9 months in office	Bookstore		Feb. 10, 2006	Oct. 5, 2006
FP-100-005	Purchase Orders - Bookstore Stock	2751	Paper	Destroy after 4 years in office and 3 years in storage	Bookstore		Feb. 10, 2006	Oct. 5, 2006
FP-100-006	Receiving Documents - Bookstore Stock	6201	Paper	Destroy after 3 years in office and 4 years in storage	Financial Services		Aug. 7, 2006	Sep. 12, 2006
FP-100-007	Purchase Orders - AEMAC Educational Resources	111353	Paper	Retain in office indefinitely	Library Contract Services		Dec. 8, 2005	Feb. 2, 2006
FP-110	FACILITIES MANAGEMENT						Oct. 5, 2004	Apr. 11, 2005
FP-110-001	Facility Service Requests	6301	Paper	Destroy after 2 years in office	Facilities		Oct. 5, 2004	Apr. 11, 2005
FP-110-002	Facility Service Requests	6301	Electronic	Delete after 2 years on-line	Facilities		Oct. 5, 2004	Apr. 11, 2005
FP-110-003	Faculty Lounge Booking Requests	6301	Paper	Destroy when reference use ended	Facilities		Oct. 5, 2004	Apr. 11, 2005
FP-110-004	Building Services Event Coordination Requests	6301	Paper	Destroy when reference use ended	Facilities		Oct. 5, 2004	Apr. 11, 2005
FP-200	BUILDING DESIGN AND CONSTRUCTION						Oct. 5, 2004	
FP-200-001	Building Design and Construction Projects	6301	Paper	Transfer selected records to College Archives when project completed plus 5 years in office and 15 years in storage	Facilities		Apr. 5, 2017	Apr. 25, 2017
HR-	HUMAN RESOURCES							
HR-100	EMPLOYEE RECRUITMENT AND SELECTION						Oct. 13, 2004	Jul. 12, 2005
HR-100-001	Employee Recruitment - Active Competitions	CC-000008	Electronic	Transfer to HR-100-002 when competition closed and selection made	People and Culture		Oct. 13, 2004	Jul. 12, 2005
HR-100-002	Employee Recruitment - Closed Competitions	CC-000008	Electronic	Delete when candidate selected or competition cancelled plus 1 year on-line	People and Culture		Oct. 13, 2004	Jul. 12, 2005
HR-100-003	Employee Recruitment - Test Results	CC-000008	Electronic	Delete after 1 year on-line	People and Culture		Oct. 13, 2004	Jul. 12, 2005
HR-100-004	Employee Selection Tools	CC-000008	Electronic	Delete when reference use ended	People and Culture		Oct. 13, 2004	Jul. 12, 2005
HR-100-005	External Applications for Employment - Unsolicited	CC-000008	Paper	Destroy after 1 year in office	People and Culture		Oct. 13, 2004	Jul. 12, 2005
HR-100-006	Faculty Recruitment Competitions	, 5101 & 2101	Paper	Destroy when candidate selected or competition cancelled plus 2 years in storage	Deans' Offices		Nov. 16, 2004	Feb. 2, 2006
HR-100-007	Executive and Senior Administrators Recruitment Competitions	1101	Paper	Retain in office indefinitely	President and Executive		Apr. 22, 2005	

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HR-100-008	Employee Recruitment - Closed Competitions	CC-000008	Paper	Destroy when candidate selected or competition cancelled plus 1 year in office and 1 year in storage	People and Culture		Apr. 3, 2013	Apr. 16, 2013
HR-200	EMPLOYMENT ADMINISTRATION						Oct. 13, 2004	Jul. 12, 2005
HR-200-001	Human Resources System	CC-000008	Electronic	Retain on-line indefinitely	People and Culture	PIB	Oct. 13, 2004	Jul. 12, 2005
HR-200-002	Human Resources Records - Active Employees	CC-000008	Paper	Transfer to HR-200-003 when employment ceases	People and Culture		Oct. 13, 2004	Jul. 12, 2005
HR-200-003	Human Resources Records - Former Employees	CC-000008	Paper	Destroy after 1 year in office and 6 years in storage	People and Culture		Oct. 13, 2004	Jul. 12, 2005
HR-200-004	Continuing Studies - Active Contract Employees	3101	Paper	Transfer to HR-200-005 when employment ceases	Continuing Studies	PIB	Oct. 12, 2004	Mar. 10, 2005
HR-200-005	Continuing Studies - Former Contract Employees	3101	Paper	Destroy after 2 years in office and 5 years in storage	Continuing Studies	PIB	Oct. 12, 2004	Mar. 10, 2005
HR-200-006	Human Resources Records - Active Faculty	, 5101 & 2101	Paper	Transfer to HR-200-007 when employment ceases	Deans' Offices	PIB	Nov. 16, 2004	Feb. 2, 2006
HR-200-007	Human Resources Records - Former Faculty	, 5101 & 2101	Paper	Destroy after 2 years in office	Deans' Offices	PIB	Nov. 16, 2004	Feb. 2, 2006
HR-200-008	English Language Program Instructors	1112	Paper	Destroy when employment ceases plus 7 years in office	International Education		Oct. 26, 2004	Jul. 27, 2005
HR-200-009	Active and Former Employee Records	CC-000008	Digital Images	Delete when employment ceases plus 7 years online	People and Culture	PIB	Apr. 3, 2013	Jul. 19, 2013
HR-203	EMPLOYMENT ADMINISTRATION - VOLUNTEERS						Nov. 26, 2004	Jan. 23, 2006
HR-203-001	Human Resources Records - Athletic Program Volunteers	2701	Paper	Destroy after volunteer activity ceases plus 7 years in office	Athletics and Intramurals	PIB	Nov. 26, 2004	Jan. 23, 2006
HR-205	EMPLOYMENT ADMINISTRATION - PROFESSIONAL DEVELOPMENT						Nov. 16, 2004	Feb. 2, 2006
HR-205-001	Faculty Non-Instructional Duty Reports	4101 & 5101	Paper	Destroy after 5 years in office and 5 years in storage	Deans of Instruction	PIB	Jan. 27, 2006	Feb. 2, 2006
HR-300	COMPENSATION, BENEFITS AND DEDUCTIONS						Oct. 13, 2004	Jul. 12, 2005
HR-300-001	Salary Schedules	CC-000008	Paper	Retain in office indefinitely	People and Culture		Oct. 13, 2004	Jul. 12, 2005
HR-300-002	Group Insurance, Benefits, and Pension Plan Policies	CC-000008	Paper	Transfer to College Archives when revised or replaced plus 2 years	People and Culture		Oct. 13, 2004	Jul. 12, 2005
HR-400	EMPLOYEE RELATIONS						Oct. 18, 2004	Jul. 12, 2005
HR-400-001	Collective Agreement and Terms of Employment Negotiations	CC-000008	Paper	Retain in office indefinitely	People and Culture		Apr. 20, 2020	Jul. 23, 2020
HR-400-001	Collective Agreements and Terms of Employment Negotiations	CC-000008	Electronic	Retain online indefinitely	People and Culture		Apr. 20, 2020	Jul. 23, 2020
HR-400-002	Collective Agreements	CC-000008	Paper	Retain in office indefinitely	People and Culture		Apr. 20, 2020	Jul. 23, 2020
HR-400-002	Collective Agreements	CC-000008	Electronic	Retain online indefinitely	People and Culture		Apr. 20, 2020	Jul. 23, 2020
HR-400-003	Union/Management Consultation and Communication	CC-000008	Paper	Transfer to College Archives after 7 years in office	People and Culture		Apr. 20, 2020	Jul. 23, 2020
HR-400-003	Union/Management Consultation and Communication	CC-000008	Electronic	Retain online indefinitely	People and Culture		Apr. 20, 2020	Jul. 23, 2020
HR-400-004	Employee Labour and Workplace Relations	CC-000008	Paper	Retain selected records in office indefinitely. Destroy unselected records when case closed plus 7 years in office.	People and Culture		Apr. 20, 2020	Jul. 23, 2020
HR-400-004	Employee Labour and Workplace Relations	CC-000008	Electronic	Retain selected records online indefinitely. Delete unselected records when case closed plus 7 years in office.	People and Culture		Apr. 20, 2020	Jul. 23, 2020
HR-400-006	Faculty Discipline / Instruction Concerns Cases	, 5101 & 2101	Paper	Destroy when case closed plus 2 years after date of last infraction	Deans' Offices	PIB	Nov. 24, 2004	Feb. 2, 2006
HR-450	HUMAN RIGHTS ADMINISTRATION						Apr. 20, 2020	Jul. 23, 2020
HR-450-001	Human Rights Complaints and Investigations	CC-000008	Paper	Destroy 7 years after case closed and no new complaints received	People and Culture		Apr. 20, 2020	Jul. 23, 2020
HR-450-001	Human Rights Complaints and Investigations	CC-000008	Electronic	Delete 7 years after case closed and no new complaints received	People and Culture		Apr. 20, 2020	Jul. 23, 2020
HR-500	POSITION DEVELOPMENT AND EVALUATION						Oct. 13, 2004	Jul. 12, 2005
HR-500-001	Position Development and Evaluation Records	CC-000008	Paper	Retain indefinitely in office	People and Culture		Oct. 13, 2004	Jul. 12, 2005
HR-500-002	Position Descriptions	CC-000008	Electronic	Transfer to College Archives Directory when outdated	People and Culture		Oct. 13, 2004	Jul. 12, 2005
HR-510	OCCUPATIONAL HEALTH AND SAFETY						Oct. 18, 2004	Dec. 21, 2004
HR-510-001	First Aid Attendant Treatment Reports	6305	Paper	Destroy after 3 years in office	Occupational Health and Safety		Oct. 18, 2004	Dec. 21, 2004

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HR-510-002	Accident Report - Monthly	6305	Paper	Destroy after 3 years in office	Occupational Health and Safety		Oct. 18, 2004	Dec. 21, 2004
HR-510-003	First Aid Attendant Calls – Annual Statistics	6305	Paper	Destroy after 3 years in office	Occupational Health and Safety		Oct. 18, 2004	Dec. 21, 2004
HR-510-004	Flu Immunization Recipients List	6305	Paper	Destroy after 1 year in office	Occupational Health and Safety		Oct. 18, 2004	Dec. 21, 2004
LE-	LEGAL							
LE-100	CONTRACT ADMINISTRATION						Oct. 26, 2004	
LE-100-001	Service Contracts	0	Paper	Destroy when contract term expires plus 7 years in office	Common Record		Dec. 15, 2004	Apr. 22, 2005
LE-100-003	International Education Consultant Agency Contracts	1112	Paper	Destroy when contract term expires plus 7 years in office	International Education		Oct. 26, 2004	Jul. 27, 2005
LE-100-004	Short-term English Language Programs - International School and Agency Contracts	1112	Paper	Destroy when contract term expires plus 7 years in office	International Education		Oct. 26, 2004	Jul. 27, 2005
LE-100-005	Contractor Contracts - International Field School Programs	6101	Paper	Destroy when contract term expires and all extensions concluded	V-P Administration & Finance		Sep. 24, 2013	Mar. 4, 2014
LE-100-006	Room Rental Contracts	6301	Paper	Destroy when contract term expires plus 7 years in office	Facilities & Purchasing		Feb. 8, 2005	Apr. 11, 2005
LE-100-007	CAPER BC Library Services - Digital Audio Production Contracts	11131	Paper	Destroy when contract term expires plus 7 years in office	Library Contract Services		Jan. 26, 2006	Feb. 1, 2006
LE-100-008	CAPER BC Library Services - Digital Audio Productions	11131	Paper	Destroy when work completed plus 7 years in office	Library Contract Services		Jun. 5, 2006	Feb. 1, 2006
LE-100-009	Contracts and Agreements - Students	6101	Paper	Destroy when contract term expires plus 4 years in office	V-P Administration & Finance		Sep. 24, 2013	Mar. 4, 2014
LE-100-010	Indemnity Approvals	6101	Paper	Destroy when contract term expires plus 7 years in office	V-P Administration & Finance		Sep. 24, 2013	Mar. 4, 2014
LE-100-011	Indemnity Approvals - Blanket Approvals	6101	Paper	Destroy when contract term expires and all extensions concluded plus 7 years in office	V-P Administration & Finance		Sep. 24, 2013	Mar. 4, 2014
LE-110	CONTRACT ADMINISTRATION - EXTERNAL ORGANIZATIONS						Sep. 24, 2013	Mar. 4, 2014
LE-110-001	Contracts and Agreements - Government Organizations	6101	Paper	Transfer to College Archives when contract or agreement executed	V-P Administration & Finance		Sep. 24, 2013	Mar. 4, 2014
LE-110-002	Contracts and Agreements - Non-government Organizations	6101	Paper	Destroy when contract term expires and all extensions concluded	V-P Administration & Finance		Sep. 24, 2013	Mar. 4, 2014
LE-120	LEASES - REAL PROPERTY						Sep. 24, 2013	Mar. 4, 2014
LE-120-001	Real Property Leases	6101	Paper	Destroy when lease term expires and all extensions concluded plus 7 years in office	V-P Administration & Finance		Sep. 24, 2013	Mar. 4, 2014
LE-130	COPYRIGHT CLEARANCE						Aug. 18, 2005	Apr. 4, 2006
LE-130-001	Copyright Clearances - Courseware Materials	2902	Paper	Destroy after 5 years in office	Langara Library		Aug. 18, 2005	Apr. 4, 2006
LE-130-002	Copyright Clearances - Ongoing Use of Non-Courseware Materials	2902	Paper	Destroy when materials no longer used	Langara Library		Aug. 18, 2005	Apr. 4, 2006
LE-130-003	Copyright Clearances - One-Time Use of Non-Courseware Materials	2902	Paper	Destroy after 5 years in office	Langara Library		Aug. 18, 2005	Apr. 4, 2006
LE-130-004	Copyright Clearances - Publishers' Payments Cheque Log	2902	Paper	Destroy when reference use ended	Langara Library		Aug. 18, 2005	Apr. 4, 2006
LE-140	LIBRARY RESOURCES - LICENSING						Aug. 18, 2005	Apr. 4, 2006
LE-140-001	License Agreements - Audio-Visual Media and Electronic Resources	2902	Paper	Destroy when materials no longer used plus 7 years in office	Langara Library		Aug. 18, 2005	Apr. 4, 2006
LE-140-002	License Agreements - AEMAC Instructional Resources	111353	Paper	Retain in office indefinitely	Library Contract Services		Dec. 8, 2005	Feb. 1, 2006
LE-200	COLLEGE INSURANCE ADMINISTRATION						Sep. 24, 2013	Mar. 4, 2014
LE-200-001	College Insurance - Certificates of Insurance Coverage	6101	Paper	Destroy after 4 years in office	V-P Administration & Finance		Sep. 24, 2013	Mar. 4, 2014
LE-200-002	College Insurance - Incident Reports	6101	Paper	Destroy after 4 years in office	V-P Administration & Finance		Sep. 24, 2013	Mar. 4, 2014
SI-	STUDENT INSTRUCTION							

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SI-210	PROGRAM, COURSE AND EXAMINATION ADMINISTRATION						Sept. 8, 2004	Feb. 2, 2006
SI-210-001	Course Outlines	2201	Paper	Transfer to College Archives after 5 years in office	Registrar and Enrolment Services		Sept. 8, 2004	Jan. 31, 2005
SI-210-002	Course Outlines	2201	Electronic	Transfer to College Archives Directory after 5 years in active directory	Registrar and Enrolment Services		Sept. 8, 2004	Jan. 31, 2005
SI-210-003	Course Schedules	2201	Paper	Destroy after 1 year in office	Registrar and Enrolment Services		Sept. 8, 2004	Jan. 31, 2005
SI-210-004	Course Schedules	2201	Electronic	Retain on-line indefinitely	Registrar and Enrolment Services		Sept. 8, 2004	Jan. 31, 2005
SI-210-005	Examination Schedules	2201	Paper	Destroy after 7 years in office (for records created prior to Summer 2010 session)	Registrar and Enrolment Services		Sept. 8, 2004	Jan. 31, 2005
SI-210-006	Examination Schedules	2201	Electronic	Retain on-line indefinitely	Registrar and Enrolment Services		Sept. 8, 2004	Jan. 31, 2005
SI-210-007	Regular Studies Calendar	2201	Paper	Transfer to College Archives after distributed	Registrar and Enrolment Services		Sept. 8, 2004	Jan. 31, 2005
SI-210-008	Regular Studies Calendar	2201	Electronic	Retain on-line indefinitely	Registrar and Enrolment Services		Sept. 8, 2004	Jan. 31, 2005
SI-210-009	Curriculum Content Change Proposals - Approved	101 and 5101	Paper	Transfer to College Archives after review completed plus 5 years in office	Deans of Instruction		Jan. 27, 2006	Feb. 2, 2006
SI-210-010	Casual Classroom Booking Request Logbook	2201	Paper	Destroy after 1 year in office	Registrar and Enrolment Services		May. 7, 2010	Aug. 19, 2011
SI-210-011	Application for Adjusted Examination Schedule	2201	Paper	Destroy after 1 semester in office	Registrar and Enrolment Services		May. 7, 2010	Aug. 19, 2011
SI-220	COURSE AND PROGRAM ADMINISTRATION- CONTINUING						Oct. 12, 2004	Mar. 10, 2005
SI-220-001	Continuing Studies Course Proposals	3101	Paper	Transfer to College Archives when review completed plus 2 years in office	Continuing Studies		Oct. 12, 2004	Mar. 10, 2005
SI-220-002	Continuing Studies Certificate Program Proposals	3101	Paper	Transfer to College Archives when review completed plus 2 years in office	Continuing Studies		Oct. 12, 2004	Mar. 10, 2005
SI-220-003	Continuing Studies Course Outlines	3101	Paper	Transfer to College Archives when course cancelled or terminated	Continuing Studies		Oct. 12, 2004	Mar. 10, 2005
SI-220-004	Continuing Studies Course Alterations	3101	Paper	Destroy after 4 months in office	Continuing Studies		Oct. 12, 2004	Mar. 10, 2005
SI-220-005	Continuing Studies Catalogue	3101	Paper	Transfer to College Archives after distributed	Continuing Studies		Oct. 12, 2004	Mar. 10, 2005
SI-220-006	Continuing Studies Catalogue	3101	Electronic	Delete after 1 year (3 issues) on-line	Continuing Studies		Oct. 12, 2004	Mar. 10, 2005
SI-220-007	Continuing Studies Course Cancellations	3101	Paper	Destroy after 1 year in office and 6 years in storage	Continuing Studies		Oct. 28, 2005	Nov. 3, 2005
SI-300	STUDIO 58 THEATRE PRODUCTIONS						Feb. 27, 2009	Mar. 18, 2009
SI-300-001	Studio 58 Theatre Production Materials	4208	Paper/Audio-Vis	Transfer to College Archives when reference use ended	Theatre Arts		Feb. 27, 2009	Mar. 18, 2009
SS-	STUDENT SERVICES							
SS-100	STUDENT RECORDS ADMINISTRATION						Sept. 8, 2004	Jan. 31, 2005
SS-100-001	Student Record System	CC-000094	Electronic	Retain on-line indefinitely	Registrar and Enrolment Services	PIB	May. 2, 2010	Aug. 19, 2011
SS-100-002	Student Records	CC-000094	Paper	Destroy after scanned and indexed plus 1 year in office	Registrar and Enrolment Services	PIB	May. 2, 2010	Aug. 19, 2011
SS-100-003	Student Records	CC-000094	Microfilm	Transfer selected records to College Archives after 5 years in office	Registrar and Enrolment Services		May. 2, 2010	Aug. 19, 2011
SS-100-004	Student Records- Did Not Register (DNR's)	CC-000094	Paper	Destroy after 4 semesters in office	Registrar and Enrolment Services	PIB	Sept. 8, 2004	Jan. 31, 2005

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SS-100-005	Request for Confirmation of Enrolment	CC-000094	Paper	Destroy after 1 year in office	Registrar and Enrolment Services	PIB	Sept. 8, 2004	Jan. 31, 2005
SS-100-006	Course Changes, Late Registrations and Withdrawals	CC-000094	Paper	Destroy after 1 year in office	Registrar and Enrolment Services	PIB	Sept. 8, 2004	Jan. 31, 2005
SS-100-007	Request for Change of Student Information	CC-000094	Paper	Destroy after 1 year in office	Registrar and Enrolment Services		Sept. 8, 2004	Jan. 31, 2005
SS-100-008	Graded Class Lists	CC-000094	Paper	Transfer to College Archives after 5 years in office	Registrar and Enrolment Services		Sept. 8, 2004	Jan. 31, 2005
SS-100-010	Graduation Applications - Approved	CC-000094	Paper	Destroy after 2 years in office	Registrar and Enrolment Services		Apr. 12, 2023	Nov. 2, 2023
SS-100-011	Graduation Applications - Not Approved	CC-000094	Paper	Destroy after 5 years in office	Registrar and Enrolment Services		Apr. 12, 2023	Nov. 2, 2023
SS-100-012	Request for Official Transcript	CC-000094	Paper	Destroy after transcript issued plus 1 year in office	Registrar and Enrolment Services	PIB	Sept. 8, 2004	Jan. 31, 2005
SS-100-013	Request for Official/Unofficial Transcript	CC-000094	Electronic	Delete after transcript issued plus 1 year in on-line	Registrar and Enrolment Services		Sept. 8, 2004	Jan. 31, 2005
SS-100-014	Student Records	CC-000094	Digital Images	Delete after date of last activity on the student record plus 5 years on-line	Registrar and Enrolment Services	PIB	May. 2, 2010	Aug. 19, 2011
SS-100-015	Student Requests and Appeals	CC-000094	Paper	Destroy after request/appeal process completed plus 1 year in office	Registrar and Enrolment Services	PIB	May. 2, 2010	Aug. 19, 2011
SS-101	STUDENT INFORMATION - FACULTY REFERENCE						Jan. 27, 2006	Feb. 2, 2006
SS-101-001	Student Information Files - Faculty Reference	4101 & 5101	Paper	Destroy after date of last attendance plus 1 year in office	Deans of Instruction	PIB	Jan. 27, 2006	Feb. 2, 2006
SS-103	STUDENT EVALUATION AND SELECTION						Jan. 27, 2006	Feb. 2, 2006
SS-103-001	Limited Enrolment Courses or Programs - Selected Students	4101 & 5101	Paper	Transfer to SS-101-001 Student Information Files - Faculty Reference after decision made	Deans of Instruction		Jan. 27, 2006	Feb. 2, 2006
SS-103-002	Limited Enrolment Courses or Programs - Unselected Students	4101 & 5101	Paper	Destroy after decision made plus 1 year in office	Deans of Instruction		Jan. 27, 2006	Feb. 2, 2006
SS-105	STUDENT EXAMINATION						Jan. 27, 2006	Feb. 2, 2006
SS-105-001	Student Final Examinations and Evaluations	4101 & 5101	Paper	Destroy after 1 year in office (Term faculty deposit final exams with their Dept. Chair who is responsible for retaining them for 1 year)	Deans of Instruction		Jan. 27, 2006	Feb. 2, 2006
SS-105-002	Student Final Examinations and Evaluations	4101 & 5101	Electronic	Delete after 1 year on-line (Term faculty deposit final exams with their Dept. Chair who is responsible for retaining them for 1 year)	Deans of Instruction		Jan. 27, 2006	Feb. 2, 2006
SS-105-003	Student Grade Appeal Cases	4101 & 5101	Paper	Destroy when appeal process completed plus 1 year in office	Deans of Instruction	PIB	Jan. 27, 2006	Feb. 2, 2006
SS-105-004	Student Grade Appeal Cases - Dean's Review	2101	Paper	Destroy when appeal process completed plus 1 year in office	Dean of Student Services	PIB	Jan. 27, 2006	Feb. 2, 2006
SS-105-005	Student Diagnostic and Placement Tests	4101 & 5101	Paper	Destroy after 1 year has elapsed and reference use ended.	Deans of Instruction		Sept. 3, 2009	Sept. 9, 2009
SS-107	STUDENT MISCONDUCT						Dec. 19, 2012	Jan. 7, 2013
SS-107-002	Student Academic and Non-Academic Misconduct Cases	CC-000093	Electronic	Delete after date of last activity on the case file plus 5 years on-line	Office of Student Conduct, Accountability, and Support	PIB	Jul. 5, 2024	Jul. 8, 2024
SS-107-003	Student Misconduct Cases - Conditional Re-admission	CC-000093	Electronic	Delete after student meets re-admission conditions plus 5 years on-line	Office of Student Conduct, Accountability, and Support	PIB	Jul. 5, 2024	Jul. 8, 2024
SS-107-004	Student Misconduct Cases - Exceptional Circumstances	CC-000093	Electronic	Delete after student meets re-admission conditions plus 5 years on-line	Office of Student Conduct, Accountability, and Support	PIB	Jul. 5, 2024	Jul. 8, 2024
SS-108	STUDENTS OF CONCERN						Jun. 27, 2018	Jul. 9, 2018

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SS-108-001	Student of Concern Cases	CC-000093	Electronic	Delete after date of last activity on the case file plus 5 years on-line	Office of Student Conduct, Accountability, and Support	PIB	Jul. 5, 2024	Jul. 8, 2024
SS-108-002	College-Mandated Student Leave of Absence Committee Meeting Notes and Decisions	CC-000093	Electronic	Delete after 5 years on-line	Office of Student Conduct, Accountability, and Support		Jul. 5, 2024	Jul. 8, 2024
SS-110	STUDENT RECORDS ADMINISTRATION- CONTINUING STUDIES						Oct. 12, 2004	Mar. 10, 2005
SS-110-001	Continuing Studies Student Records	CC-000022	Paper	Destroy after date of last activity plus 5 years in office	Continuing Studies	PIB	Mar. 28, 2023	Mar. 28, 2023
SS-110-002	Student Record System - Continuing Studies Students	3101	Electronic	Retain on-line indefinitely	Continuing Studies	PIB	Oct. 12, 2004	Mar. 10, 2005
SS-110-003	Continuing Studies Graded Class Lists	3101	Paper	Transfer to College Archives after 5 years in office	Continuing Studies		Oct. 12, 2004	Mar. 10, 2005
SS-110-004	Continuing Studies Class Attendance Lists	3101	Paper	Destroy after 1 year in office	Continuing Studies		Oct. 12, 2004	Mar. 10, 2005
SS-110-005	International Education Students - LEAP and STEP Applications	3101	Paper	Destroy after student's program start date plus 3 years in office	Continuing Studies		Oct. 12, 2004	Mar. 10, 2005
SS-110-006	Continuing Studies Student Withdrawal Forms	3101	Paper	Destroy after 1 year in office and 6 years in storage	Continuing Studies		Oct. 12, 2004	Mar. 10, 2005
SS-110-007	Self-Employment (EASE) Program Client Intakes	3101	Paper	Destroy after current year has elapsed plus 1 year in office and 3 years in storage	Continuing Studies	PIB	Mar. 19, 2010	May. 3, 2010
SS-110-008	Employment Skills Access (ESA) Programs	3101	Paper	Destroy after current year has elapsed plus 1 year in office and 3 years in storage	Continuing Studies		Mar. 10, 2015	Mar. 11, 2015
SS-110-009	Continuing Studies Student Records	CC-000022	Electronic	Delete after date of last activity plus 5 years online	Continuing Studies	PIB	Mar. 28, 2023	Mar. 28, 2023
SS-111	STUDENT RECORDS ADMINISTRATION - PROJECTS AND PRODUCTIONS						Oct. 6, 2023	Oct. 13, 2023
SS-111-001	Student Projects and Productions	0	Audio-Visual	Transfer to College Archives after reference use ended	Common Records		Oct. 6, 2023	Oct. 13, 2023
SS-112	REGISTERED MESSAGE THERAPY STUDENT RECORDS ADMINISTRATION						Feb. 21, 2020	Mar. 10, 2020
SS-112-001	RMT Students - Did Not Register (DNR's)	CC-000022	Paper	Destroy after 4 semesters in office	Continuing Studies		Feb. 21, 2020	Mar. 10, 2020
SS-112-002	RMT Students - Voluntary Withdrawals	CC-000022	Paper	Destroy after 4 semesters in office	Continuing Studies	PIB	Feb. 21, 2020	Mar. 10, 2020
SS-112-003	RMT Students - Involuntary Withdrawals	CC-000022	Paper	Destroy after date of withdrawal plus 12 years in office	Continuing Studies	PIB	Feb. 21, 2020	Mar. 10, 2020
SS-112-004	RMT Students - Graduates	CC-000022	Paper	Destroy after student graduates plus 1 year in office and 10 years in storage	Continuing Studies		Feb. 21, 2020	Mar. 10, 2020
SS-112-005	RMT Students - Clinic Logbooks and Journals	CC-000022	Paper	Destroy after semester ends plus 5 years in storage	Continuing Studies		Feb. 21, 2020	Mar. 10, 2020
SS-115	STUDENT CLINIC RECORDS ADMINISTRATION - CONTINUING STUDIES						Sept. 3, 2015	Sept. 10, 2015
SS-115-002	Student Clinics - Client Consent and Student Assessment and Treatment	CC-000022	Paper	Destroy after date of last entry on the file plus 1 year in office and 15 years in storage	Continuing Studies	PIB	Aug. 22, 2017	Aug. 31, 2017
SS-120	NURSING STUDENT RECORDS ADMINISTRATION						Jul. 11, 2005	Aug. 14, 2006
SS-120-001	Nursing Student Records	4405	Paper	Destroy after student graduates plus 1 year in office	Nursing	PIB	Jul. 11, 2005	Aug. 14, 2006
SS-120-002	Nursing Students - Permanent Withdrawals	4405	Paper	Destroy after student withdraws plus 7 years in office	Nursing	PIB	Jul. 11, 2005	Aug. 14, 2006
SS-120-003	Foreign Nursing Credentialing Board Requests for Information	4405	Paper	Destroy after 3 years in office	Nursing		Jul. 11, 2005	Aug. 14, 2006
SS-120-004	Nursing Student Records	4405	Digital Images	Delete after student graduates plus 1 year on-line	Nursing	PIB	Apr. 2, 2013	Apr. 17, 2013
SS-130	EXPERIENTIAL LEARNING						Sept. 3, 2015	Sept. 18, 2015
SS-130-001	Experiential Learning - Government-Funded Initiative	5304	Paper	Destroy when work placement completed plus 4 years in office and 3 years in storage	Co-operative Education		Sept. 3, 2015	Sept. 18, 2015
SS-130-002	Experiential Learning - Student Work Placements	5304	Paper	Destroy when work placement completed plus 2 years in office and 2 years in storage	Co-operative Education		Sept. 3, 2015	Sept. 18, 2015

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SS-210	STUDENT COUNSELLING SERVICES						Sept. 9, 2004	Oct. 28, 2004
SS-210-001	Student Counselling Session Notes	2301	Paper	Destroy after date of last service plus 7 years in office	Counselling Services	PIB	Sept. 9, 2004	Oct. 28, 2004
SS-210-002	Counselling Services – Student Enquiry Logs and Reports	2301	Paper	Destroy when reference use ended	Counselling Services		Sept. 9, 2004	Oct. 28, 2004
SS-210-003	Counselling Services – Educational Workshop and Planning Session Evaluations	2301	Paper	Destroy when reference use ended	Counselling Services		Sept. 9, 2004	Oct. 28, 2004
SS-210-004	Counselling Services Tracking Program	2301	Electronic	Delete when reference use ended plus 1 year on-line	Counselling Services	PIB	Oct. 27, 2004	Oct. 28, 2004
SS-220	STUDENT DISABILITY SERVICES						Aug. 30, 2004	Sept. 23, 2004
SS-220-001	Students With Disabilities Cases - Active Students	2451	Paper	Destroy after date of last contacted noted in Disability Services file plus 5 years in office	Disability Services	PIB	Apr. 2, 2012	Apr. 12, 2012
SS-220-002	Students With Disabilities Cases - Prospective Students	2451	Paper	Destroy after date of last contacted noted in Disability Services file plus 2 years in office	Disability Services		Apr. 2, 2012	Apr. 12, 2012
SS-220-003	Students With Disabilities - Accommodation Letters for Instructors	2451	Paper	Destroy after 5 years in office	Disability Services	PIB	Apr. 2, 2012	Apr. 12, 2012
SS-220-004	Annual Report to Government on Disability Services	2451	Paper	Retain in office indefinitely	Disability Services		Aug. 30, 2004	Sept. 23, 2004
SS-220-005	Students with Disabilities Cases - Not Otherwise Specified (NOS)	2451	Paper	Destroy after 1 year in office	Disability Services	PIB	Apr. 2, 2012	Apr. 12, 2012
SS-230	ATHLETIC PROGRAM ADMINISTRATION						Nov. 25, 2004	Jan. 23, 2006
SS-230-001	Player Eligibility Forms	2701	Paper	Retain in office indefinitely	Athletics and Intramurals		Nov. 25, 2004	Jan. 23, 2006
SS-230-002	Athlete Registration Forms	2701	Paper	Destroy after 5 years in office and 20 years in storage	Athletics and Intramurals	PIB	Nov. 25, 2004	Jan. 23, 2006
SS-230-003	Athletic Awards and Results	2701	Paper	Transfer to College Archives after reference use ended	Athletics and Intramurals		Nov. 25, 2004	Jan. 23, 2006
SS-230-004	Athletes and Athletic Events - Photographs and Videos	2701	Audio-visual	Transfer to College Archives after reference use ended	Athletics and Intramurals		Nov. 25, 2004	Jan. 23, 2006
SS-235	COLLEGE ADVANCEMENT - FUNDRAISING						Jun. 2, 2006	Jul. 29, 2008
SS-235-001	Fundraising Events and Campaigns - Plans	11141	Paper	Destroy after event completed plus 5 years in office	College Advancement		Jun. 2, 2006	Jul. 29, 2008
SS-235-002	Fundraising Events - External Funding Applications	11141	Paper	Transfer to College Archives after funding ceases plus 5 years in office	College Advancement		Jun. 2, 2006	Jul. 29, 2008
SS-235-003	Fundraising Events and Campaigns - Final Promotional Material and Precedents	11141	Paper	Transfer to College Archives after event completed plus 5 years in office	College Advancement		Jun. 2, 2006	Jul. 29, 2008
SS-235-004	College Program Fundraising Proposals	11141	Paper	Transfer to College Archives after proposal reviewed plus 5 years in office	College Advancement		Jun. 2, 2006	Jul. 29, 2008
SS-236	COLLEGE ADVANCEMENT - STUDENT AWARDS						Jun. 2, 2006	Jul. 29, 2008
SS-236-001	Student Awards - Designated	11141	Paper	Destroy after no longer active plus 3 years in office and 4 years in storage	College Advancement		Dec. 20, 2011	Dec. 21, 2011
SS-236-002	Student Awards - Endowed	11141	Paper	Retain in office indefinitely	College Advancement		Jun. 2, 2006	Jul. 29, 2008
SS-236-003	Student Awards - Donor Files	11141	Paper	Destroy after no longer active plus 3 years in office and 4 years in storage	College Advancement	PIB	Dec. 20, 2011	Dec. 21, 2011
SS-236-004	Student Awards - Donor Criteria Sheets	11141	Paper	Transfer to College Archives when reference use ended	College Advancement		Jul. 7, 2008	Jul. 29, 2008
SS-237	COLLEGE ADVANCEMENT - ALUMNI RELATIONS						Jul. 7, 2008	Jul. 29, 2008
SS-237-001	College Alumni Events - Plans	11141	Paper	Destroy when event completed plus 7 years in office	College Advancement		Jul. 7, 2008	Jul. 29, 2008
SS-237-002	College Alumni Events - Contact Lists	11141	Paper	Destroy when event completed plus 1 year in office	College Advancement		Jul. 7, 2008	Jul. 29, 2008
SS-237-003	College Alumni - Benefit and Affinity Programs	11141	Paper	Destroy when reference use ended	College Advancement		Jul. 7, 2008	Jul. 29, 2008
SS-237-004	College Alumni Newsletters and Brochures - Development Files	11141	Paper	Destroy when reference use ended	College Advancement		Jul. 7, 2008	Jul. 29, 2008
SS-237-005	College Alumni Newsletters and Brochures - Final Promotional Material	11141	Paper	Transfer one copy to College Archives after distributed	College Advancement		Jul. 7, 2008	Jul. 29, 2008

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SS-237-006	Langara College Outstanding Alumni Awards	11141	Paper	Destroy after 5 years in office	College Advancement	PIB	Jul. 7, 2008	Jul. 29, 2008
SS-238	COLLEGE FOUNDATION						Jul. 7, 2008	Jul. 29, 2008
SS-238-001	College Foundation - Constitution and By-laws	11141	Paper	Transfer to College Archives 2 years after Foundation ceases to exist	College Advancement		Jul. 7, 2008	Jul. 29, 2008
SS-238-002	College Foundation - Board of Directors Meeting Minutes, Agenda and Reports	11141	Paper	Transfer to College Archives 2 years after Foundation ceases to exist	College Advancement		Jul. 7, 2008	Jul. 29, 2008
SS-238-003	College Foundation - Financial Information	11141	Paper	Destroy after Foundation ceases to exist plus 5 years in office and 10 years in storage	College Advancement		Jul. 7, 2008	Jul. 29, 2008
SS-240	FINANCIAL AID						Sept. 28, 2004	Jan. 5, 2005
SS-240-001	Bursary and Scholarship Applications and Awards	2601	Paper	Destroy after 1 year in office and 6 years in storage	Financial Aid and Awards		Aug. 31, 2016	Sep. 1, 2016
SS-240-002	Financial Aid System	2601	Electronic	Retain on-line indefinitely	Financial Aid and Awards	PIB	Sept. 28, 2004	Jan. 5, 2005
SS-240-003	Student Work Assistance Applications	2601	Paper	Destroy after 1 year in office	Financial Aid and Awards	PIB	Dec. 2, 2013	Dec. 18, 2013
SS-240-004	Special Program Applications and Awards	2601	Paper	Destroy after 1 year in office and 6 years in storage	Financial Aid and Awards	PIB	Aug. 31, 2016	Sep. 1, 2016
SS-240-005	Emergency Loan Applications	2601	Paper	Destroy after 4 semesters in office	Financial Aid and Awards	PIB	Dec. 2, 2013	Dec. 18, 2013
SS-240-006	Applications to Retain Interest-Free Loan Status	2601	Paper	Destroy after 1 year in office	Financial Aid and Awards	PIB	Dec. 2, 2013	Dec. 18, 2013
SS-240-007	Student Loan Denials - Decision Appeals	2601	Paper	Destroy after 1 year in office	Financial Aid and Awards	PIB	Dec. 2, 2013	Dec. 18, 2013
SS-240-008	Student Loan Documents	2601	Paper	Destroy after 1 year in office	Financial Aid and Awards	PIB	Dec. 2, 2013	Dec. 18, 2013
SS-240-009	Financial Aid – Student Cases	2601	Paper	Destroy after 1 year in office	Financial Aid and Awards	PIB	Dec. 2, 2013	Dec. 18, 2013
SS-240-010	Integrated Electronic Records System	2601	Electronic	Delete after last application date plus 5 years on-line	Financial Aid and Awards	PIB	Sept. 28, 2004	Jan. 5, 2005
SS-240-011	Institutional Appendix of Loan Eligibility	2601	Paper	Transfer to College Archives after 5 years in office	Financial Aid and Awards		Sept. 28, 2004	Jan. 5, 2005
SS-240-012	Deferred Tuition Payment Applications (no new records being created from 2013)	2601	Paper	Destroy after 2 years in office and 5 years in storage	Financial Aid and Awards	PIB		
SS-240-013	Job Postings - Student Employment	11061	Paper	Destroy after 2 years in office	Human Resources		Dec. 2, 2013	Dec. 18, 2013
SS-240-014	Scholarship, Bursary, and SWAP Program Administration	2601	Paper	Retain in office indefinitely	Financial Aid and Awards		Sept. 28, 2004	Jan. 5, 2005
SS-330	HEALTH SERVICES						Sept. 13, 2004	Nov. 3, 2004
SS-330-001	Patient Clinical Records	2401	Paper	Destroy after 16 years in office	Health Services	PIB	Jun. 20, 2014	Jul. 24, 2014
SS-330-002	Patient Clinical Records	2401	Electronic	Delete after 16 years on-line	Health Services	PIB	Jun. 20, 2014	Jul. 24, 2014
SS-330-003	Student Medical Withdrawal Requests	2401	Paper	Destroy after 1 year in office	Health Services		Sept. 13, 2004	Nov. 3, 2004
SS-340	INTERNATIONAL EDUCATION - STUDENTS						Oct. 26, 2004	Jul. 27, 2005
SS-340-001	International Education Students - Study Permits	1112	Paper	Destroy after last attendance date plus 2 years in office	International Education	PIB	Oct. 26, 2004	Jul. 27, 2005
SS-340-002	International Education Students - Master Student List	1112	Electronic	Delete after last attendance date plus 2 years on-line	International Education	PIB	Oct. 26, 2004	Jul. 27, 2005
SS-342	INTERNATIONAL EDUCATION - STUDENT CONSULTANT						Oct. 26, 2004	Jul. 27, 2005
SS-342-001	International Education Consultant Agencies - Payment List	1112	Paper	Destroy when reference use ended	International Education		Oct. 26, 2004	Jul. 27, 2005
SS-342-001	International Education Consultant Agencies - Contact Lists	1112	Electronic	Delete when outdated	International Education		Oct. 26, 2004	Jul. 27, 2005
SS-344	INTERNATIONAL EDUCATION - STUDENT PROGRAMS						Oct. 26, 2004	Jul. 27, 2005
SS-344-001	Student Exchange Program Applications	1112	Paper	Destroy after last attendance date plus 2 years in office and 5 years in storage	International Education	PIB	Jul. 29, 2009	Aug. 12, 2009
SS-344-002	English Language Programs	1112	Paper	Destroy after last attendance date plus 2 years in office	International Education		Oct. 26, 2004	Jul. 27, 2005

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Record Classification Number	Record Classification Title	Cost Centre	Format	Retention & Disposal Schedule	Department/Unit	Personal Information Bank	Date Created	Approval Date
SS-344-003	Summer English Immersion Program - Annual Report to Government	1112	Paper	Retain in office indefinitely	International Education		Oct. 26, 2004	Jul. 27, 2005
SS-344-004	International External Studies (Field School) Programs	1112	Paper	Destroy when 1 year has elapsed and reference use ended	International Education		Oct. 26, 2004	Jul. 27, 2005
SS-344-005	International External Studies (Field School) Program Applications	1112	Paper	Destroy after 1 year in office and 6 years in storage	International Education		Jul. 29, 2009	Aug. 12, 2009
SS-344-006	Special English Language Program Applications	1112	Paper	Destroy after 1 year in office and 6 years in storage	International Education		Jul. 29, 2009	Aug. 12, 2009
SS-350	HOMESTAY PROGRAM ADMINISTRATION						Sept. 8, 2004	Oct. 5, 2004
SS-350-001	Homestay Applications – Short-term Stays	111221	Paper	Destroy after student departs Canada and the file is inactive for 1 year plus 6 years in storage	Homestay Program	PIB	Aug. 11, 2009	Aug. 17, 2009
SS-350-002	Homestay Applications – Long-term Stays	111221	Paper	Destroy after student departs Canada and the file is inactive for 1	Homestay Program	PIB	Sept. 8, 2004	Oct. 5, 2004
SS-350-003	Homestay Family Applications – Active	111221	Paper	Destroy 1 year after the file becomes inactive	Homestay Program	PIB	Sept. 8, 2004	Oct. 5, 2004
SS-350-004	Homestay Family Applications – Not Active	111221	Paper	Destroy 1 year after reference use ended	Homestay Program	PIB	Sept. 8, 2004	Oct. 5, 2004
SS-350-005	Homestay – Program and Agency Files	111221	Paper	Destroy when reference use ended	Homestay Program		Sept. 8, 2004	Oct. 5, 2004
SS-350-006	Homestay Family Applications – Criminal Record Search Results	111221	Paper	Destroy when results are superseded or made obsolete	Homestay Program	PIB	Sept. 8, 2004	Oct. 5, 2004
SS-350-007	Homestay Applications - Long-term Stays - High School Students	111221	Paper	Destroy after student departs Canada and the file is inactive for 1 year plus 6 years in storage	Homestay Program	PIB	Aug. 11, 2009	Aug. 17, 2009
SS-360	CHILD DEVELOPMENT CENTRE ADMINISTRATION						Jan. 4, 2006	Jan. 29, 2007
SS-360-001	Child Development Centre - Children's Records	CC-000234	Paper	Destroy after last attendance date plus 5 years in office	Child Development Centre	PIB	Jan. 4, 2006	Jan. 29, 2007
SS-360-002	Child Development Centre - Licenses and Certificates	CC-000234	Paper	Destroy when expired	Child Development Centre		Jan. 4, 2006	Jan. 29, 2007
SS-360-003	Child Development Centre- Research or Image-Taking Requests	CC-000234	Paper	Destroy after 2 years in office	Child Development Centre		Jan. 4, 2006	Jan. 29, 2007
SS-360-004	Child Development Centre Client Waiting List	CC-000234	Paper	Destroy when 1 year has elapsed and information is outdated	Child Development Centre		Jan. 4, 2006	Jan. 29, 2007
SS-360-005	Child Development Centre Attendance Log	CC-000234	Paper	Destroy after 1 year in office	Child Development Centre		Jan. 4, 2006	Jan. 29, 2007
SS-360-006	Child Development Centre - Special Needs Children's Records	CC-000234	Paper	Destroy after date of last attendance plus 10 years in office	Child Development Centre	PIB	Jul. 7, 2022	Oct. 18, 2022
SS-370	FIRST NATIONS EDUCATION SERVICES						Jan. 10, 2007	Feb. 27, 2007
SS-370-001	First Nations Student Records	2501	Paper	Destroy after last attendance date plus 3 years in office	First Nations Education Services	PIB	Jan. 10, 2007	Feb. 27, 2007
SS-400	LIBRARY ADMINISTRATION - CIRCULATION						Aug. 18, 2005	Apr. 4, 2006
SS-400-001	Inter-Library Loans Requests	2902	Paper	Destroy after 2 years in office	Langara Library		May. 31, 2013	Jun. 18, 2013
SS-400-002	Inter-Library Loan Request Data - Audio-Visual Media	2902	Electronic	Retain on-line indefinitely with updates	Langara Library	PIB	May. 31, 2013	Jun. 18, 2013
SS-400-003	Audio-Visual Media Bookings - Internal Requests	2902	Paper	Destroy after 2 years in office	Langara Library		May. 31, 2013	Jun. 18, 2013
SS-400-007	Audio-Visual Media Bookings - External Requests	2902	Electronic	Delete after 2 years on-line	Langara Library		May. 31, 2013	Jun. 18, 2013
SS-405	LIBRARY ADMINISTRATION						Aug. 18, 2005	Apr. 4, 2006
SS-405-001	Library Administration - Statistical Reports	2902	Paper	Retain in office indefinitely	Langara Library		Aug. 18, 2005	Apr. 4, 2006
SS-405-002	Library Administration - Statistical Source Data	2902	Electronic	Retain on-line indefinitely	Langara Library		Aug. 18, 2005	Apr. 4, 2006
SS-405-003	Library System - Help Desk Request Source Data	2902	Electronic	Delete after 2 years on-line	Langara Library		Aug. 18, 2005	Apr. 4, 2006
SS-405-004	Library Resources - Film Condition Report	2902	Paper	Destroy after 5 years in office	Langara Library		Jan. 18, 2006	Apr. 4, 2006
SS-500	LIBRARY CONTRACT SERVICES - CAPER BC (formerly CILS)						Dec. 8, 2005	Feb. 1, 2006
SS-500-001	Instructional Resources - CAPER BC Alternate Format Requests	11131	Paper	Destroy after request fulfilled plus 2 years in office	Library Contract Services		Dec. 8, 2005	Feb. 1, 2006
SS-500-002	CAPER BC Client Applications	11131	Paper	Destroy 5 years after date of last activity on the file	Library Contract Services	PIB	Dec. 8, 2005	Feb. 1, 2006
SS-500-003	Requests for Electronic Publisher Files	11131	Paper	Destroy when material no longer used plus 7 years in office	Library Contract Services		Dec. 8, 2005	Feb. 1, 2006
SS-505	STUDENT ENGAGEMENT						Jun. 7, 2013	Jul. 5, 2013

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SS-505-001	Student Club Applications	2120	Paper	Destroy after date of application plus 7 years in office	Student Engagement Centre		Jun. 7, 2013	Jul. 5, 2013
SS-505-002	Student Club Room Booking Requests	2120	Paper	Destroy after 1 year in office	Student Engagement Centre		Jun. 7, 2013	Jul. 5, 2013
SS-510	U-PASS PROGRAM ADMINISTRATION						Jul. 7, 2008	Jul. 16, 2008
SS-510-001	U-Pass Fee Remittance Report	6301	Paper	Destroy after 2 years in office and 5 years in storage	Facilities & Purchasing		Jul. 7, 2008	Jul. 16, 2008
SS-510-002	U-Pass Exemption Request Form	6301	Paper	Destroy after 8 months in office and 6 years and 4 months in storage	Facilities & Purchasing	PIB	Jul. 7, 2008	Jul. 16, 2008
SS-520	VOLT (STUDENT VOLUNTEER PROGRAM) ADMINISTRATION						May. 30, 2013	Jul. 30, 2013
SS-520-001	VOLT (Student Volunteer Program) Applications	2110	Paper	Destroy after date of registration plus 4 years in office and 6 years in storage	VOLT Program	PIB	May. 30, 2013	Jul. 30, 2013
SS-520-002	VOLT (Student Volunteer Program) Volunteer Organization Waivers	2110	Paper	Destroy after 7 years in office	VOLT Program		May. 30, 2013	Jul. 30, 2013
SS-520-003	Global Travel Award Volunteer Program Applications	2110	Paper	Destroy after 7 years in office	VOLT Program		May. 30, 2013	Jul. 30, 2013