

Records Management Quick Reference for Academic Offices

This is a short list of common records held by academic offices, and the retention periods for those records, provided for quick reference purposes.

The records are listed by functional section of the Directory of Records.

For more detailed information on records management, please consult the following links or contact Dave Young, Records Management Archivist (8275 / dayoung@uvic.ca) or Jane Morrison, Associate University Archivist (8258 / jmorrison@uvic.ca) for assistance, including office visits.

University Records Management Policy and Procedures:

<https://www.uvic.ca/universitysecretary/assets/docs/policies/IM7700.pdf>

Directory of Records database:

<https://www.uvic.ca/recordsmanagement/directory/index.php>

Records Management Webpage

<https://www.uvic.ca/recordsmanagement/index.php>

Please note that among record types listed here, some require approval before disposition (i.e., destruction or transfer to archives). This process, including links to the required forms is summarized [here](#). If you have any questions or concerns, contact the archivists directly.

Administration

- [Ceremonies and Events co-ordination AD070](#)
Retain for a year or as needed.
- [Committees AD080](#)
Almost all university committees other than Board of Governors and Senate Committees. The Committee Chair or Secretary retains for 5 years, consult Archives to see if a given committee's files should be kept permanently.
- [Office equipment and supplies control AD310](#)
Retain for 3 years after disposal of the equipment.

Financial Management

- Accounts payable and receivable [FM155-20](#) and [FM155-30](#)
Copies of what Accounting maintains, keep 1 year then confidential destruction; keep invoices 1 year then confidential destruction.



Human Resources: Staff and Sessionals

- [Temporary/term employee case files HR020-30](#)
Mostly copies, confidential destruction at termination, any originals to HR if very recently terminated.
- [Continuing employee case files HR020-20](#)
Mostly copies, confidential destruction at termination, any originals to HR if very recently terminated.
- [Leave Management HR050](#)
Copies of what is sent to HR, keep for 1 year then confidential destruction.

Human Resources: Faculty

- [Academic Search files HR010-30](#)
Keep the records for all candidates for at least 1 year after search completed but may be kept until next search is initiated, then shredding. Records of successful candidate transferred to that person's personnel file.
- [Continuing/regular faculty files HR020-20](#)
At termination, transfer original documents only to Dean's office, then confidential destruction of the rest.
- [Performance files: Regular Faculty HR030-20](#)
At termination, transfer original documents only to Dean's office, then confidential destruction of the rest.

Student Records

- [Undergraduate student records SR030-20](#)
Typical undergrad academic records or a "case file" (of an individual student) only have to be kept for one year after last registration.
- [Graduate student records SR030-30](#)
Keep for one year after last registration. Transfer any records of special academic interest or disciplinary action to Graduate Studies, then confidential destruction of the rest.
- [Advising files \(if not handled by tri-faculties advising or another advising office\) SR070](#)
Keep for 5 years after last registration, then confidential destruction.
- [Examination questions SR100-02](#)
Keep for one year after last administered, and then destroy.
- [Examination answer papers SR100-04](#)
Keep for one year after administered or 1 year after completion of appeal review, then confidential destruction.
- [Course experience surveys TP095](#)
Maintained in a faculty member's ARPT file (and/or by faculty member themselves) for the current evaluation period.



- [Student Academic Reviews - Appeal case files SR110](#)
Any information about appeals and disciplinary action (cheating, plagiarism) should be kept for five years after a decision was made regarding the situation.

Course outlines/syllabi are teaching records of faculty rather than university records so we will not issue retention advice regarding them. Faculty members should determine how long they would like the department to keep those.