Records Management Quick Reference for Administrative Offices

This is a list of common administrative records, and the retention periods for those records, provided for quick reference purposes. The records are listed by functional section of the Directory of Records.

More complete information regarding the management of University Records can be found here:

> University Records Management Policy and Procedures:
> http://www.uvic.ca/shared/shared_usec/docs/policies/IM7700.pdf
>
> Directory of Records database:
> https://www.uvic.ca/recordsmanagement/directory/database/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

Administrative Planning and Reporting AD005	Keep in office for two years after the end of the plan timeframe, project closure, calendar year of report. Consult with Archives to see if files should be kept permanently
Auditing - Internal Audits and Reviews AD035-20	Keep for 2 years after completion of the final report
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. Retain as needed, consult Archives to see if a given committee's files should be kept permanently. See also this information sheet on Committee records

Office equipment and supplies control AD310	Retain for 3 years after the disposal of the equipment.
Public and Information Services AD340 Includes records of internal and external outreach to community, work with Communications, development of promotional material.	Retain for 1 year or as needed.
Staff Meetings AD380	TBD – contact the Archives

Financial Management

Budget Development FM060-40	Budget planning, projection and preparation Keep 2 years then secure destruction.
Budget FM060-02	Budget office retains authoritative records. Keep 2 years then secure destruction.
Accounts payable and receivable FM155-20	Copies of what Accounting maintains: keep 1 year then secure destruction; keep invoices 1 year then secure destruction.

Governance

Freedom of Information requests GV260-30	Keep in office for 1 year after request answered or appeal process completed.
Policies and Procedures GV330-02	Keep working files in office for x years; consult with Archives about significance of the files, to determine secure destruction or transfer to Archives.

Human Resources

Temporary/term employee case files HR020-30	Mostly copies of what is in HR, secure destruction at termination, any originals to HR if very recently terminated.
Continuing employee case files HR020-20	Mostly copies of what is in HR, secure destruction at termination, any originals to HR if very recently terminated.

Monthly/annual absence reports and sick leave records HR050	Keep for 7 years after employee termination, unless copied to HR, then 3 calendar years.
Training - Programs and Courses HR090	Keep for two years after program or course is no longer offered.

Safety and Security

Emergency Management SA100	Keep emergency plans until superseded or discontinued.
Security Incidents SA200	Keep in office until 1 year after incident is resolved

For more detailed information on records management, please consult the links above or contact:

- Dave Young, Records Management Archivist (8275 / dayoung@uvic.ca) or
- Jane Morrison, Associate University Archivist (8258 / jmorriso@uvic.ca)

for assistance, including office visits.