

Title: Records and Documents Management

Policy number: KCFA 201

Purpose

The purpose of a records and documents management policy is to provide clear guidelines for the retention and disposal of Association documents.

Application

The Policy applies to all persons who, on behalf of KCFA, deal with members of the KCFA, members of the affiliated organization, or other third parties. This includes KCFA employees and officers.

The KCFA Administrative Director shall be the designated Records Custodian and shall be responsible for appropriate storage, retention, and disposal of the Association records.

The Freedom of Information and Protection of Privacy Act prevails in any event, where this policy is in conflict with the Act.

Definition

For the purpose of this policy, the following definitions will stand:

Destroy: - Paper copies of the documents stored in the Faculty Association office will be shredded and all electronic files will be deleted.

Archive: - Paper copies will be scanned and stored on a password protected electronic device. All paper copies will be shredded.

Procedures

All documents sent or received on behalf of the KCFA should be forwarded to the KCFA office within a week for appropriate storage. Officers may hold a Member's case file for an extended period of time, if they are dealing with the case. The confidentiality policy will be followed at this time.

A records retention and disposal schedule, as shown below, should be maintained and followed by the KCFA employees and officers.

Title	Record/documents/files	Retention(after the academic year end)	Disposal
Short Term Professional Development	Applications	1 Year	Destroy
	Minutes and other Documents	5 years	Archive

Title	Record/documents/files	Retention(after the academic year end)	Disposal
Long Term Professional Development	Applications	5 Year	Destroy
	Minutes and other Documents	5 years	Archive
KCFA Financial Documents	Bank Statements, Credit Card Statements, Receipts and other related documents	7 years	Destroy
KCFA Grievance Information	Grievance information and other related documents	10 years	Destroy
KCFA Committees	Meeting minutes and other related documents	5 years	Archive

Dates

Approved by the KCFA Executive Committee- August 31, 2015

Responsibility

KCFA Executive Committee
 KCFA Officers
 KCFA Administrative Director