

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.

Keyano College Faculty Association (KCFA) is a corporation under the Post-Secondary Learning Act and is exempt from filing corporate taxes or maintaining Canada Revenue Agency (CRA) records. So, this policy is implemented to provide a reasonable time for KCFA members to inspect the records if they wish to do so.

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 Personal Information Protection Act prevails in any event where this policy conflicts 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 digital archive. 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 refrain from archiving or destroying a member's case file records for an extended period if the case remains active in some way. The confidentiality policy will be followed at all times.

A records retention and disposal schedule (below) will be maintained and followed by the KCFA employees and officers for non-active cases.

Title	Record/documents/files	Retention	Disposal
Short Term Professional Development	Applications	1 Year	Destroy
	Minutes and other Documents	5 years	Archive
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	3 years	Destroy
KCFA Grievance Information	Grievance information and other related documents	5 years	Destroy*
KCFA Committees	Meeting minutes and other related documents	5 years	Archive

**Prior to destruction of unneeded grievance documentation, a grievance summary outlining important aspects, settlements, and legal opinions will be recorded and filed digitally for KCFA records.*

Revised and Approved by the KCFA Executive Committee: June 02, '23

Responsibility

- KCFA Executive Committee
- KCFA Officers
- KCFA Administrative Director