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 people 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.

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 always followed.

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
Short Term Professional Development	Applications	1 Year
	Minutes and other Documents	5 years
Long Term Professional Development	Applications	5 Year
	Minutes and other Documents	5 years
KCFA Financial Documents	Bank Statements, Credit Card Statements, Receipts, and other related documents	3 years
KCFA Grievance Information	Grievance information and other related documents	5 years
KCFA Committees	Meeting minutes and other related documents	5 years

**At the end of the applicable retention period, all records will be securely destroyed. Electronic files will be permanently deleted. Prior to the destruction of grievance-related documentation that is no longer required, a grievance summary may be prepared outlining the key issues, resolutions or settlements, and any relevant legal opinions. The summary will be retained electronically as part of KCFA's permanent records.*

Revised and Approved by the KCFA Executive Committee: September 24, 2026

Responsibility

- KCFA Executive Committee
- KCFA Table Officers
- KCFA Executive Director