

# SA: STUDENT AFFAIRS

Records related to student affairs from application to graduation.

Record Code	Record Series & Scope Notes	Office of Record (Creating Office?)	Active Retention	Inactive Retention	Total Retention	Comments	Acts & Regulations (Government & GBC Policies)
<b>SA000</b>	<b>Policy &amp; Procedures</b>  Records related to the current policies and procedures for the provision of academic services.	Any / All	S		S	For Policy Development see GO019.	
<b>SA001</b>	<b>Student Affairs - General</b>  Records that are of a general nature, and for which no suitable classification code exists under this section.	Various Departments	C + 1	0	2	Some records may be retained by GBC Archives; contact Archives with questions.	FIPPA; Limitations Act; Post-secondary Education Choice and Excellence Act; GBC Policies
<b>SA002</b>	<b>Academic Schedule</b>  Records related to GBC academic schedules and timetables.	Registrar's Office	C + 1	0	2	Some records may be retained by GBC Archives; contact Archives with questions.	FIPPA; Limitations Act; Post-secondary Education Choice and Excellence Act; GBC Policies; AODA

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<b>SA003</b>	<b>Class Schedule</b> Records related to GBC's schedule of individual classes. <b>Includes:</b> Course deletions, additions, etc.	Registrar's Office	C + 1	0	2	Some records may be retained by GBC Archives; contact Archives with questions.	FIPPA; Limitations Act; Post-secondary Education Choice and Excellence Act; GBC Policies; AODA
<b>SA004</b>	<b>Student Admissions</b> Records related to full and part-time students. <b>Includes:</b> Admission testing, English language proficiency, conditional acceptance, etc.	Registrar's Office	C + 1	54	55		FIPPA; Limitations Act; Post-secondary Education Choice and Excellence Act; GBC Policies; AODA
<b>SA005</b>	<b>Academic Advising</b> Records related to the provision of counselling services to students regarding admissions.	Academic Services & Student Affairs Registrar's Office	C + 1	54	55		FIPPA; Limitations Act; Post-secondary Education Choice and Excellence Act; GBC Policies; AODA

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<b>SA006</b>	<b>Transfer Credit &amp; Prior Learning</b>  Records related to the recognition of degrees, diplomas, and/or applicable course work completed at other institutions.  <b>Includes:</b> Transcripts, course and/or program information, testing scores, etc.	Registrar's Office	C + 1	54	55		FIPPA; Limitations Act; Post-secondary Education Choice and Excellence Act; GBC Policies; AODA
<b>SA007</b>	<b>Student Registrations</b>  Records related to the process of registration or withdrawal of students from GBC courses/programs.  <b>Includes:</b> Registrations of all types, late registrations, wait list, foreign student registrations, drop and add courses, etc.	Registrar's Office	C + 1	54	55		FIPPA; Limitations Act; Post-secondary Education Choice and Excellence Act; GBC Policies; AODA

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SA008	<b>Enrolment Management</b> Records related to the management of student enrolment.  <b>Includes:</b> Enrolment planning and management, minimum class size, student attrition and retention, program targets, etc.	Executive Offices  Registrar's Office	C + 1	P	P		FIPPA; Limitations Act; Post-secondary Education Choice and Excellence Act; GBC Policies; AODA
SA009	<b>Student Orientations</b> Records related to the orientation of new GBC students.	Various Departments	C + 1		2		FIPPA; Limitations Act; Post-secondary Education Choice and Excellence Act; GBC Policies; AODA
SA010	<b>Student Records</b> Records related to the complete history of individual students' interaction with GBC.  <b>Includes:</b> Academic appeals, withdrawals, applications, exception correspondence, change of grade, transcripts, transfer credits, grades, etc.  <b>Note:</b> some departments will create individual student records due to cooperative education evaluations.	Registrar's Office  Various Departments	T + 1	54	55	T = Last interaction with student.	FIPPA; Limitations Act; Post-secondary Education Choice and Excellence Act; GBC Policies; AODA

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<b>SA011</b>	<b>Non-Academic Misconduct</b>  Records related to misconduct of students of a non-academic nature.  <b>Includes:</b> Incident reports, correspondence, behaviour which is unlawful, etc.	Registrar's Office	T + 1	P	P	T = Issue resolved.	FIPPA; Limitations Act; Post-secondary Education Choice and Excellence Act; GBC Policies; AODA
		Various Departments	T + 1	0	2		
<b>SA012</b>	<b>Student Appeals &amp; Grievances</b>  Records related to complaints, grievances and/or appeal committee hearings, resolution of appeal and/or grievance involving academic matters.  <b>Includes:</b> Complaints related to academic standing, grades, admissions, enrolment, registration, programs and/or courses, instructors, etc.	Registrar's Office	T + 1	P	P	T = Grievance resolved.	FIPPA; Limitations Act; Post-secondary Education Choice and Excellence Act; GBC Policies; AODA
		Various Departments	T + 1	0	2		

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<b>SA013</b>	<b>Academic Status</b>  Records related to the assessment system, and student rights and responsibility.  <b>Includes:</b> Grading system, Honour Rolls, grade changes, practicum grades, etc.	Registrar's Office	T + 1	P	P		FIPPA; Limitations Act; Post-secondary Education Choice and Excellence Act; GBC Policies; AODA
		Various Departments	T + 1	0	2		
<b>SA014</b>	<b>Examinations</b>  Records related to the general scheduling and administration of examinations.  <b>Includes:</b> Midterm and final examinations, etc.	Various Departments	S + 1 academic term	0	S + 1 academic term		FIPPA; Limitations Act; Post-secondary Education Choice and Excellence Act; GBC Policies; AODA
<b>SA015</b>	<b>Convocations</b>  Records related to the administration of graduation and convocation ceremonies.	Executive Offices	T + 1	P	P		FIPPA; Limitations Act; Post-secondary Education Choice and Excellence Act; GBC Policies; AODA
		Various Departments					

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<b>SA016</b>	<b>Financial Aid</b>  Records related to the award of scholarships, medals, prizes, and financial aid services to students.  <b>Includes:</b> Scholarships, awards, bursaries, etc.  <b>Notes:</b> For Student Awards Committee see GO007.  For Student Awards and Financial Aid see FI039.	Executive Offices	T + 1	P	P		FIPPA; Limitations Act; Post-secondary Education Choice and Excellence Act; GBC Policies
<b>SA017</b>	<b>Academic Counselling</b>  Records related to the provision of counselling services to students on educational matters.	Academic Services & Student Affairs	C + 1	12	13	T = Last date of counselling.	FIPPA; Limitations Act; Post-secondary Education Choice and Excellence Act; GBC Policies; AODA

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SA018	<p><b>Academic Disqualification</b></p> <p>Records related to the disqualification of students from further registration in courses due to any academic misconduct, or when their academic performance fails to meet GBC's minimum standards.</p> <p><b>Includes:</b> Warnings, length of disqualification, etc.</p>	Registrar's Office	T + 1	P	P		FIPPA; Limitations Act; Post-secondary Education Choice and Excellence Act; GBC Policies
SA019	<p><b>Student Employment</b></p> <p>Records related to student employment programs and student work experience.</p> <p><b>Includes:</b> Work term forms and contracts, employer evaluations, student feedback, disciplinary documents, etc.</p>	Human Resources	T + 1	49	50	T = Termination of employment.	FIPPA; Limitations Act; Occupational Health & Safety Act; Post-secondary Education Choice and Excellence Act; GBC Policies; AODA

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<b>SA020</b>	<b>Student Activities</b>  Records related to GBC sponsored extra-curricular activities that are participated in by GBC students.  <b>Includes:</b> GBC athletic events, teams, etc.	Various Departments	C + 1	6	7	Some records may be retained permanently by GBC Archives; contact Archives.	FIPPA; Limitations Act; Post-secondary Education Choice and Excellence Act; GBC Policies; AODA
<b>SA021</b>	<b>Competitions &amp; Festivals</b>  Records related to competitions, festivals, recitals, etc., sponsored and/or supported by GBC.	Various Departments	C + 1	6	7	Some records may be retained permanently by GBC Archives; contact Archives.	FIPPA; Limitations Act; Post-secondary Education Choice and Excellence Act; GBC Policies; AODA
<b>SA022</b>	<b>Student Retention</b>  Records related to the administration of the student retention management process.  <b>Includes:</b> Strategies, analysis, reports, etc.	Various Departments	C + 1	P	P		FIPPA; Limitations Act; Post-secondary Education Choice and Excellence Act; GBC Policies; AODA

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<b>SA023</b>	<b>Student Recruitment &amp; Marketing</b>  Records related to the administration of student recruitment and marketing activities.  <b>Includes:</b> Strategies, marketing, communications, etc.	Marketing & Communications  Various Departments	C + 1	P	P		FIPPA; Limitations Act; Post-secondary Education Choice and Excellence Act; GBC Policies; AODA
<b>SA024</b>	<b>Accessibility Services</b>  Records related to the administration of accessibility services and the Accessibility for Ontarians Act (AODA).  <b>Includes:</b> Health information, disability documentation, advising records, etc.	Human Resources  Academic Services & Student Affairs  Various Departments	C + 1	P	P	AODA records retained permanently.  Disability counselling records retained for 13 years.	FIPPA; Limitations Act; Post-secondary Education Choice and Excellence Act; AODA; GBC Policies

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<p><b>SA025</b></p>	<p><b>Student Residence Services</b></p> <p>Records related to the management of GBC student residences.</p> <p><b>Notes:</b> For records related to the renovation, expansion, and operation of GBC residences see BP008.</p> <p>For records related to incident reports, eviction notices, etc., see SA037.</p>	<p>Various Departments</p>	<p>C + 1</p>	<p>6</p>	<p>7</p>		<p>FIPPA; Limitations Act; AODA; GBC Policies</p>
<p><b>SA026</b></p>	<p><b>Clinics - Client Files</b></p> <p>Records related to the operation of GBC clinics dealing with clients and/or patients.</p> <p><b>Includes:</b> Waiver forms, health history records, assessment tests and results, all medical documentation from other health care professionals, client contact information, etc.</p>	<p>Faculty of Community Services &amp; Health Sciences</p>	<p>T + 1</p>	<p>14</p>	<p>15</p>	<p>T = Last contact with adult client (18 years old).</p>	<p>FIPPA; Health Information Act; Health Information Regulations; Regulated Health Professions Act; AODA; GBC Policies</p>

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