

## SS: SUPPORT SERVICES

Records related to support services provided to the GBC community.

Record Code	Record Series & Scope Notes	Office of Record (Creating Office?)	Active Retention	Inactive Retention	Total Retention	Comments	Acts & Regulations (Government & GBC Policies)
<b>SS000</b>	<b>Policy &amp; Procedures</b>  Records related to the current policies and procedures for managing GBC support services.	Any / All	S		S	For Policy Development see GO019.	
<b>SS001</b>	<b>Support Services - 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>SS002</b>	<b>Library Services</b>  Records related to the administration and/or use of GBC library facilities.  <b>Includes:</b> Acquisitions, collection development, fines, subscriptions, etc.	Educational Resources	C + 1	6	7	Some records may be retained permanently by GBC Archives; contact Archives.	FIPPA; Limitations Act; Canada Copyright Act; GBC Policies; AODA

C = Current Year

P = Permanent

S = Until Superseded / Obsolete

T = Terminating event (required before calculating retention)

<p><b>SS003</b></p>	<p><b>Bookstore Services</b></p> <p>Records related to the administration and/or use of GBC bookstore facilities.</p> <p><b>Purchasing Includes:</b> Records related to the purchase of learning material and general merchandise.</p> <p><b>Notes:</b> Purchase orders and receiving submitted to Financial Services.</p> <p><b>Sales &amp; Refunds Includes:</b> Records such as receipts, journals, daily sales reconciliation, etc.</p> <p><b>Notes:</b> Sales records submitted to Financial Services.</p> <p><b>Inventory Includes:</b> Records related to taking physical inventory of bookstore merchandise.</p> <p><b>Notes:</b> Final inventory submitted to Financial Services.</p>	<p>Financial Services</p>	<p>C + 1</p>	<p>6</p>	<p>7</p>		<p>FIPPA; Limitations Act; Canada Labour Code; GBC Policies; AODA</p>
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<b>SS004</b>	<b>Shipping &amp; Receiving</b>  Records related to the administration of the shipping and receiving function.  <b>Includes:</b> Shipment documentation, packing slips, receipt of delivery or shipping, etc.	Facilities Management	C + 1	6	7		FIPPA; Limitations Act; Canada Labour Code; GBC Policies; AODA
<b>SS005</b>	<b>Health &amp; Safety - General</b>  Records related to personnel, workplace and student safety within GBC facilities.  <b>Includes:</b> WHMIS training and documentation, Workers Compensation Board, etc.	Human Resources	C + 1	6	7		FIPPA; Limitations Act; Employment Standards Code; Occupational Health and Safety Act; Canada Labour Code; GBC Policies; AODA
<b>SS006</b>	<b>Health &amp; Safety - Reporting</b>  Records related to studies and reports on Health and Safety matters.  <b>Includes:</b> Annual and/or monthly safety reports, etc.	Human Resources	C + 1	6	7		FIPPA; Limitations Act; Employment Standards Code; Occupational Health and Safety Act; Canada Labour Code; GBC Policies; AODA

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<b>SS007</b>	<b>Health &amp; Safety - Incident Reporting</b>  Records related to occupational accidents, personal injury, etc.  <b>Includes:</b> Investigations, statements, case files, etc.	Human Resources	T + 1	P	P	T = Occurrence of incident.	FIPPA; Limitations Act; Employment Standards Code; Occupational Health and Safety Act; Canada Labour Code; GBC Policies; AODA
<b>SS008</b>	<b>Security</b>  Records related to the security of GBC facilities, employees and students.  <b>Includes:</b> Emergency response plans, contingency plans, fire wardens, security cards and/or keys, surveillance video recordings, etc.	Public Safety & Security	C + 1	6	7		FIPPA; Limitations Act; GBC Policies; AODA

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