



Retention Schedule

Category Index

A

Academic Advising (SA005)
Academic Affairs – General (AA001)
Academic Counselling (SA017)
Academic Courses (AA008)
Academic Courses – Transfer (AA009)
Academic Disqualification (SA018)
Academic Fees (FI009)
Academic Funding (AA016)
Academic Liaison - Local Government (LR016)
Academic Liaison - Provincial Government (LR017)
Academic Liaison - Federal Government (LR018)
Academic Liaison - International Governments (LR019)
Academic Programming – Degree (AA003)
Academic Programming – Diploma (AA004)
Academic Programming – Certificate (AA005)
Academic Programming – Transfer (AA006)
Academic Programming – Other (AA007)
Academic Schedule (SA002)
Academic Status (SA013)
Accessibility Services (SA024)
Accountability Reporting – Institutional (LR024)
Accountability Reporting – National (LR026)
Accountability Reporting – Provincial (LR025)
Accounts Payable (FI002)
Accounts Receivable (FI003)

Acts & Legislation (LR002)
Administrative Fees (FI008)
Administration – General (AD001)
Advertising & Marketing (PR004)
Annual Reports (GO006)
Appeals & Grievances (SA012)
Art & Décor (BP009)
Associations & Societies – Faculty (AD004)
Associations & Societies – Staff (AD005)
Associations & Societies – Students (AD006)
Audit (FI005)

B

Balancing (FI033)
Banking (FI015)
Blackboard (IT010)
Blanket Purchasing – Products (ME013)
Board of Governors (GO010)
Board of Governors Retreats (GO008)
Board of Governors Honoraria (GO009)
Board of Governors' Functions / Events (GO011)
Bookstore Services (SS003)
Budget (FI031)
Budgeting (FI032)
Buildings & Properties – General (BP001)

Business Partnerships (AD011)

C

Campaigns & Canvassing (PR005)

Campus Cards (IT009)

Capital Assets (FI038)

Certificates, Licenses & Permits (LR015)

Chargebacks (FI024)

Cheques (FI021)

Class Schedule (SA003)

Clearing (FI028)

Clinics - Client Files (SA026)

Collections & Stop Payments (FI019)

Commercial Email - Consent Forms (LR035)

Commercial Properties (BP011)

Communication Systems (IT002)

Compensation (HR015)

Competitions & Festivals (SA021)

Conferences, Seminars, Workshops (HR013)

Conflict of Interest (HR033)

Contracts & Agreements – Academic (LR007)

Contracts & Agreements - Buildings & Properties (LR008)

Contracts & Agreements – Confidentiality (LR012)

Contracts & Agreements - Consulting & Advising (LR010)

Contracts & Agreements – Finance (LR009)

Contracts & Agreements – General (LR011)

Contracts & Agreements – Precedents (LR029)

Contracts & Agreements – Systems (LR027)

Contracts & Agreements – Vehicles (LR028)

Convocations (SA015)

Copyright & Trademark (LR006)

Corporate Documents (GO003)

Corporate Information – Academic (IA004)

Corporate Information – Finance (IA005)

Corporate Information – Staff (IA003)

Corporate Information – Students (IA002)

Corporate Information – Space (IA006)

Councils & Committees – Academic (AD002)

Councils & Committees - Non-Academic (AD003)

Course Delivery (AA018)

Curriculum Development (AA010)

Curriculum Submissions (AA011)

D

Daily Cash (FI027)

Department Meetings (AD014)

Departmental Administration (AD021)

Departmental Events & Functions (AD019)

Departmental Planning (AD012)

Departmental Reviews (AD013)

Disaster Recovery (AD017)

Disposals & Retirements (ME010)

Donors (FI036)

Drawings & Plans (BP002)

E

Educational Institutions – International (AD010)

Educational Institutions – Local (AD007)

Educational Institutions – National (AD009)

Educational Institutions – Provincial (AD008)

Employee Grievances (HR006)

Employee Programs (HR002)

Employee Records (HR009)

Enrolment Management (SA008)

Environmental Compliance (BP015)

Environmental Matters (BP013)

Environmental Scanning – Demography (IA008)

Environmental Scanning – Education (IA009)

Environmental Scanning – Economy (IA007)

Environmental Scanning – Miscellaneous (IA011)

Environmental Scanning – Technology (IA010)

Examinations (SA014)

Executive Retreats (GO015)

Expense Statements (FI004)

External Facilities (BP016)

F

Facilities Instrumentation Controls (BP007)

Facilities Utilization – External (BP004)

Facilities Utilization – Internal (BP003)

Facilities Maintenance (BP005)

Financial Aid (SA016)

Financial Aid – Students (FI039)

Financial – General (FI001)

Financial Reporting (FI006)

Financial Statements (FI007)

Fixed Assets (FI018)

Fleet Records (ME015)

Funding (FI034)

Fund Raising (FI035)

G

GBC Alumni (GO017)

GBC Alumni (PR003)

GBC Foundation (GO012)

GBC Foundation (PR002)

GBC Organization (GO002)

General Ledger (FI029)

Goods & Services Tax – GST (FI013)

Governance – General (GO001)

Governance Meetings (GO007)

Grievances & Appeals (SA012)

H

Health & Safety – General (SS005)

Health & Safety - Incident Reporting (SS007)

Health & Safety – Reporting (SS006)

Honors & Awards (HR005)

Human Resources – General (HR001)

I

Income & Corporate Taxation (FI012)

Information Management – Administration (LR030)

Information Management - Consent Forms (LR034)

Information Management - Destruction Certificates (LR032)

Information Management - Privacy Impact Assessments (LR033)

Information Management - Standards & Tools (LR031)

Information Technology – Administration (IT003)

Information Technology – Applications (IT006)

Information Technology – General (IT001)

Information Technology – General (LR001)

Information Technology – Hardware (IT004)

Information Technology – Software (IT005)

Institutional Analysis – General (IA001)

Institutional Evaluation & Assessment Processes (IA012)

Institutional Plans (GO005)

Institutional Policy Development (GO019)

Institutional Status (GO018)

Instructional Delivery (AA012)

Instructional Workload (HR011)

Insurance Claims (LR014)

Insurance Coverage (LR013)

Insured Benefits (HR028)

Interest (FI023)

Internal Accounts (FI025)

International Student Fees (FI011)

Internet & Electronic Mail – Employees (IT007)

Internet & Electronic Mail – Students (IT008)

Inventories (ME002)

Investments (FI016)

J

Job Competitions (HR007)

Journal Entries (FI026)

L

Landscaping & Grounds Maintenance (BP006)

Leaves (HR030)

Legal Matters (LR003)

Legal Opinions (LR004)

Liabilities (FI030)

Liaison Events (AD020)

Library Services (SS002)

Litigation (LR005)

Loss & Damage (ME011)

M

Maintenance & Repairs – Communications (ME008)

Maintenance & Repairs – Computers (ME007)

Maintenance & Repairs – General (ME006)

Marketing Collateral (PR008)

Material Specifications (ME004)

Materials & Equipment – General (ME001)

Media & Publicity (PR011)

N

Naming Buildings & Properties (BP017)

Non-Academic Liaison - Federal Government (LR022)

Non-Academic Liaison - International Governments (LR023)

Non-Academic Liaison - Local Government (LR020)

Non-Academic Liaison - Provincial Government (LR021)

Non-Academic Misconduct (SA011)

O

Orientations (HR010)

P

Payroll (HR019)

Payroll Deductions & Remittances (HR020)

Pay Supplements (HR018)

Pension Plan (HR021)

Performance Evaluations (HR027)

Policy & Procedures - Academic Affairs (AA000)

Policy & Procedures - Administration (AD000)

Policy & Procedure - Buildings & Properties (BP000)

Policy & Procedures - Financial (FI000)

Policy & Procedures - Governance (GO000)

Policy & Procedures - Human Resources (HR000)

Policy & Procedures - Institutional Analysis (IA000)

Policy & Procedures - Information Technology (IT000)

Policy & Procedures - Legal & Regulatory (LR000)

Policy & Procedures - Materials & Equipment (ME000)

Policy & Procedures - Public Relations (PR000)

Policy & Procedures - Student Affairs (SA000)

Policy & Procedures - Support Services (SS000)

Presidential Addresses (GO013)

Presidential Meetings (GO014)

President's Functions / Events (GO016)

Product & Service Catalogues (ME003)

Professional Development (HR012)

Professional Development Funds (FI037)

Professional Releases and Education (HR031)

Program Accreditation (AA013)

Program Brokering (AA014)

Program Delivery (AA017)

Program Development (AA002)

Project Accounting (FI022)

Position Classification (HR025)

Position Descriptions (HR024)

Position Establishment & Abolishment (HR026)

Publications – External (PR010)

Publications – Internal (PR009)

Public Relations (PR007)

Public Relations – General (PR001)

Purchasing – Products (ME012)

Purchasing – Services (ME014)

R

Rates of Pay (HR016)

Reconciliations (FI020)

Renovation Projects (BP012)

Research Institutes (AA019)

Research Projects (AA015)

Reserve Funds (FI017)

Retirement & Death Benefits (HR029)

Retreats (AD015)

S

Salary Administration (HR014)

Salary Surveys & Studies (HR017)

Security (SS008)

Shipping & Receiving (SS004)

Signage (BP010)

Special Academic Fees (FI010)

Special Events (PR006)

Staff Discipline (HR003)

Strategic Planning (GO004)

Studies & Reports (AD018)

Student Activities (SA020)

Student Admissions (SA004)

Student Affairs – General (SA001)

Student Appeals & Grievances (SA012)

Student Employment (SA019)

Student Orientations (SA009)

Student Records (SA010)

Student Recruitment & Marketing (SA023)

Student Registrations (SA007)

Student Residences (BP008)

Student Residence Services (SA025)

Student Retention (SA022)

Support Services – General (SS001)

Surplus (ME009)

T

Taxation Issues (FI014)

Tenders & Proposals (ME005)

Terminations (HR008)

Timesheets (HR022)

Transfer Credit & Prior Learning (SA006)

Travel & Visits (AD016)

T4 Slips (HR023)

V

Vacations (HR032)

Vending Equipment (ME016)

W

Waste Management (BP014)

Work Hours (HR004)