



RETENTION SCHEDULE V1.4

V1.4, December 21, 2022



Document history		
Version	Date	Comment
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1.0	April 19, 2017	Changes recommended by BAnQ, François Paradis (Approved 26 April 2017)
1.1	August 19, 2019 (Approved 1 August 2019)	Modifications regarding digitized records, Kristina Lamarre
1.2	September 18, 2020	Modifications to user support and student file retention periods, Kristina Lamarre Rules modified: 2000-05, 2000-06, 2000-07, 7000-14
1.3	November 29, 2021	Modification to Employee files; Board of Governors record digitization, Kristina Lamarre Rules modified: 1000-05, 6000-04, 7000-14, 7000-15
1.3b	October 19, 2022	Review of rule approvals and adding Approval dates and details of modified rules to Document history, David-Marc Newman
1.4	December 21, 2022 (Approved 9 December 2022)	Adoption of Information Support Transfer – Destruction of Source Documents, Modification of Internal Committees, Document type added to Loans, Investments and Guarantees, modification to Retention disposition for Websites and Portals – Institutional Content, Modification of Student Records, adoption of rule regarding RAC, modification of Certification of Studies (unclaimed diplomas), David-Marc Newman New rules: 0000-1 Rules modified: 1000-17, Rule 3000-10, Rule 5000-08, Rule 7000-14, 7000-15 (Original rule 7000-15 [Academic Student Records- Progression] merged into 7000-14, new rule 7000-15 [Recognition of Academic Competencies] adopted), 7000-19

For detailed Amendment History, see appendix 1

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Introduction to the Retention Schedule

Preamble

Dawson College is a public body, and is subject to the *Archives Act*. Under the act, the College must establish and keep an updated retention schedule.

Presentation

The retention schedule specifies the periods of use and retention of active and semi-active records. It also specifies which inactive documents are to be preserved permanently, or transferred to the archives, or securely destroyed based on their legal, administrative, or historical values.

The schedule is an important tool allowing the College to:

- Meet the requirements of laws and regulations
- Facilitate the management of active and inactive records by determining retention periods
- Ensure the preservation of its heritage

Classification Plan

The classification plan is designed to support the organization of documents for ease of consultation and use.

Essential Documents

Records essential to the operation of Dawson College and ensure the continuity of operations following a disaster.

1000 Administration and Legal Affairs

- 1110 [Constitution of Dawson College](#)
- 1220 [Authority and Delegation of Authority](#)
- 1230 [Administrative Structure](#)
- 1510 [Board of Governors](#)
- 1520 [Senate](#)
- 1530 [Executive Committee](#)
- 1910 [Arrangements](#)
- 1920 [Agreements](#)
- 1930 [Contracts](#)

2000 Human Resources

- 2110 [Management of positions](#)
- 2210 [Management](#) – Employee files
- 2220 [Teaching](#) – Employee files
- 2230 [Non-Teaching](#) – Employee files
- 2240 [Occasional](#) – Employee files
- 2250 [Student Employees](#) – Employee files
- 2310 [Remuneration](#)
- 2320 [Deductions](#)
- 2330 [Tax Forms](#)
- 2430 [Group Insurance](#)
- 2820 [Collective Agreements, Contracts, and Protocols](#)

3000 Financial Services

- 3110 [Budgets](#)
- 3210 [Government Grants](#)
- 3310 [Accounts Receivable and Revenues](#)
- 3320 [Accounts Payable and Expenses](#)
- 3330 [Accounting Records](#)
- 3410 [Accounts and Banking Operations](#)
- 3530 [Financial Statements and Reports](#)

4000 Plant and Facilities

4330 [Inventory](#)

4340 [Maintenance](#)

4350 [Renovation and Repairs](#)

6000 Information Resource Management

6120 [Networks and Systems](#)

7000 Student Information

7510 [Student Records - Documents](#)

7520 [Academic Student Records - Progression](#)

8000 Academic Management

8110 [Program of Studies](#)

8320 [Schedules](#)

Glossary

888: Files with this code have a variable active period and an event will trigger the closure of the file. These files can be open indefinitely (for example an employee file is active while the person is a Dawson employee), and are not closed until an event triggers closure (the employment ends).

999: This signals a file that is closed when a new edition of the record is released. Policies are an excellent example of this. While we may retain the old policy for reference, the new policy is the active record.

Active record: a record that has not been closed and which is required for the day-to-day functioning of an agency or person. These records are kept in on-site storage. May also be referred to as a *current record*.

Classification system: a set of terms and business rules that can be applied to records to facilitate capture, retrieval, maintenance and disposal.

Destruction: the process of eliminating or deleting records beyond any possible reconstruction. Destruction should be carried out by an approved method such as shredding or, in the case of electronic records, rendering them unreadable.

Document: recorded information or an object that can be treated as a unit.

Electronic record: a record created, communicated and/or maintained by means of electronic equipment. Although this term can refer to analogue materials (eg. videotapes), it generally refers to records held in digital form on magnetic or optical computer storage media.

Essential records: The records without which an organisation could not continue to operate, i.e. those containing information needed to re-establish the organisation in the event of a disaster. Essential records are those that protect the assets and interests of the organisation as well as those of its clients and shareholders.

File (1): An organised unit of documents accumulated during current use and kept together because they deal with the same subject, activity or transaction.

File (2): The action of placing documents in a predetermined location according to a scheme of control.

Final disposition: describes what is to be done with records once they have become inactive. Common dispositions are destruction, triage, or transfer of ownership to the National Archives.

Inactive record: a record that is not required to be readily available for the business purposes of a department or agency and may therefore be transferred to intermediate storage, archival custody or be destroyed subject to applicable laws.

Office of primary responsibility: The office, department, or position responsible for maintaining the integrity of a record.

Official copy: record created by/for the OPR of the record, will be the most complete information.

Off-site storage: a general term describing location arrangements for records. The storage might be leased by the agency or held by a storage provider. The agency contracts the storage provider to care for the records on their behalf.

Record: all information created, sent and received in the course of carrying out the business of your agency. Records have many formats, including paper and electronic. Records provide proof of what happened, when it happened and who made decisions. Not all records are of equal importance or need to be kept.

Retention period: The length of time after the disposal trigger that a record must be maintained and accessible. At the expiration of the retention period, a record may be subject to disposal.

Secondary copy: these copies are working copies, convenience copies, or reference copies. They should be used and retained only as long as needed, and destruction is always the final disposition.

Semi-active record: a record required so infrequently in the conduct of current business that it can be transferred from offices to separate storage areas. These records are no longer required for day-to-day operations, however they retain some administrative, legal, audit, or fiscal value.

Triage: a type of final disposition. Sorting documents to either be destroyed or conserved.

Definitions taken from the John Abbott College English version of the *Calendrier de conservation* (August 2014 version), and the [National Archives of Australia](#)

Classification Plan

- 1000 [Administration and Legal Affairs](#)
- 2000 [Human Resources](#)
- 3000 [Finance](#)
- 4000 [Plant and Facilities](#)
- 5000 [Communications](#)
- 6000 [Information Resource Management](#)
- 7000 [Academic Administration](#)
- 8000 [Academic Management](#)
- 9000 [Student Services](#)

1000 Administration and Legal Affairs

- 1100 Constitution
 - 1110 [Constitution of the Dawson College](#)
 - 1120 [Identity of Dawson College](#)
 - 1130 [History of Dawson College](#)
- 1200 Administrative Organization
 - 1210 [Mission, Mandates, and Values](#)
 - 1220 [Authority and Delegation of Authority](#)
 - 1230 [Administrative Structure](#)
 - 1240 [Policies, Procedures, and Regulations](#)
 - 1250 [Ethics and Professional Conduct](#)
- 1300 Administrative Planning
 - 1310 [Planning](#)
 - 1320 [Activity Reports](#)
 - 1330 [Studies and Statistics](#)
- 1400 Institutional Evaluations (Audit)
 - 1410 [External Evaluation](#)
 - 1420 [Internal Evaluation](#)
- 1500 Statutory Meetings
 - 1510 [Board of Governors](#)
 - 1520 [Senate](#)
 - 1530 [Executive Committee](#)
- 1600 Committees
 - 1610 [Internal Committees](#)
 - 1620 [External Committees](#)

- 1700 Legal Affairs
 - 1710 [Jurisprudence](#)
 - 1720 [Legal Opinions](#)
 - 1730 [Legal Actions](#)
 - 1740 [Claims](#)
 - 1750 [Intellectual Property](#)
 - 1760 [Copyright](#)
 - 1770 [Legal Deposit](#)
- 1800 Legislation and Regulation
 - 1810 [Federal Legislation and Regulation](#)
 - 1820 [Provincial Legislation and Regulation](#)
 - 1830 [Municipal Legislation and Regulation](#)
- 1900 Arrangements, Agreements, and Contracts
 - 1910 [Arrangements](#)
 - 1920 [Agreements](#)
 - 1930 [Contracts](#)
- 2000 Human Resource Management**
- 2100 Staffing
 - 2110 [Management of Positions](#)
 - 2120 [Job Descriptions](#)
 - 2130 [Recruitment](#)
 - 2140 [Equal Opportunity to Employment](#)
- 2200 Employee Files
 - 2210 [Management](#)
 - 2220 [Teaching Staff](#)
 - 2230 [Non-teaching Staff](#)
 - 2240 [Occasional Staff](#)
 - 2250 [Student Employees](#)
- 2300 Payroll
 - 2310 [Remuneration](#)
 - 2320 [Deductions](#)
 - 2330 [Tax Forms](#)
- 2400 Working Conditions and Benefits
 - 2410 [Working Time Management](#)
 - 2420 [Absences and Leaves](#)
 - 2430 [Group Insurance](#)
 - 2440 [Salary Insurance – Employee Files](#)

- 2450 [Life Insurance – Employee Files](#)
- 2460 [Accident, Illness, and Medical Insurance – Employee Files](#)
- 2470 [Pension Plan](#)
- 2480 [Pension Plan – Employee Files](#)
- 2500 Personnel Evaluation
 - 2510 [Planning and Evaluation Tools](#)
- 2600 Training and Professional Development
 - 2610 [Planning and Analysis of Professional Development and Training Needs](#)
 - 2620 [Professional Development Activities – Internal](#)
 - 2630 [Professional Development Activities - External](#)
- 2700 Health, Safety, and Quality of Life
 - 2710 [Workplace Risk Assessment and Prevention](#)
 - 2720 [Workplace Accidents and Injuries](#)
 - 2730 [Workplace Accidents and Injuries – Employee Files](#)
 - 2740 [Quality of Life in the Workplace](#)
 - 2750 [Social Activities](#)
- 2800 Labour Relations
 - 2810 [Unions and Associations](#)
 - 2820 [Collective Agreements, Contracts, and Protocols](#)
 - 2830 [Labour Disputes](#)
- 3000 Financial Services**
- 3100 Budget
 - 3110 [Budgets](#)
 - 3120 [Budgetary Control](#)
- 3200 Funding
 - 3210 [Government Grants](#)
 - 3220 [Campaigns and Fundraising](#)
 - 3230 [Foundations](#)
- 3300 Accounting
 - 3310 [Accounts Receivable](#)
 - 3320 [Accounts Payable](#)
 - 3330 [Accounting Records](#)
- 3400 Banking services and operations
 - 3410 [Accounts and Banking Operations](#)
 - 3420 [Loans, Investments, and Guarantees](#)
- 3500 Financial Audits
 - 3510 [Internal Audits](#)

- 3520 [External Audits](#)
- 3530 [Financial Statements and Reports](#)
- 3600 Taxes
 - 3610 [Municipal](#)
 - 3620 [Provincial](#)
 - 3630 [Federal](#)
 - 3640 [School](#)
- 4000 Plant and Facilities**
- 4100 Vendors and Clients
 - 4110 [Vendor Files](#)
 - 4120 [Client Files](#)
- 4200 Movable Property – Furniture, Material, and Equipment
 - 4210 [Planning and Needs Analysis](#)
 - 4220 [Acquisition and Disposition](#)
 - 4230 [Inventory](#)
 - 4330 [Maintenance and Repairs](#)
- 4300 Real Property – Buildings and Properties
 - 4310 [Planning and Needs Analysis](#)
 - 4320 [Acquisition, Leasing, and Disposition](#)
 - 4330 [Inventory](#)
 - 4340 [Maintenance](#)
 - 4350 [Renovation and Repairs](#)
 - 4360 [Parking](#)
- 4400 Mechanical Building Systems
 - 4410 [Electrical](#)
 - 4420 [Plumbing](#)
 - 4430 [Heating and Refrigeration](#)
 - 4440 [Ventilation and Air Conditioning](#)
- 4500 Environment
 - 4510 [Planning and Needs Analysis](#)
 - 4520 [Energy Conservation](#)
 - 4530 [Waste Management and Recycling](#)
- 4600 Security, Emergency, and Safety Measures
 - 4610 [Planning and Needs Analysis](#)
 - 4620 [Emergency Measures Plan](#)
 - 4630 [Management of Safety Equipment](#)
 - 4640 [Access and Security Management](#)

- 4650 [Hazardous Material Management](#)
- 4700 Vehicles
 - 4710 [Vehicle Records](#)
- 4800 Food Services
 - 4810 [Cafeteria](#)
 - 4820 [Vending Machines](#)
 - 4830 [Snack Bars/Cafes](#)
- 5000 Communications**
- 5100 Communications and Public Relations Planning
 - 5110 [Planning and Needs Analysis](#)
 - 5120 [Communications Plans and Strategies](#)
- 5200 Promotion
 - 5210 [Public Information Sessions](#)
 - 5220 [Advertising, and Promotional Activities](#)
- 5300 Official Ceremonies and Special Events
 - 5310 [Ceremonies, Celebrations, and Special Events](#)
 - 5320 [Distinguished Guests Book](#)
 - 5330 [Invitations and Thanks](#)
- 5400 Publications and Productions
 - 5410 [Books and Periodicals](#)
 - 5420 [Graphic and Audiovisual Productions](#)
- 5500 Digital Publications
 - 5510 [Website – Institutional Content](#)
 - 5520 [Dissemination of Electronic Messages](#)
- 5600 Public Relations
 - 5610 [External Relations](#)
 - 5620 [Media Relations](#)
 - 5630 [Enquiries](#)
- 6000 Information Resource Management**
- 6100 Information Systems and Technology
 - 6110 [Planning and Needs Analysis](#)
 - 6120 [Networks and Systems](#)
 - 6140 [User Support](#)
- 6200 Telecommunications, Mail, and Courier
 - 6210 [Telecommunications](#)

- 6220 [Telematics and Broadcasting](#)
- 6230 [Email](#)
- 6240 [Mail and Courier Services](#)
- 6300 Reproduction and Digitization
 - 6310 [Reprography](#)
 - 6320 [Micrographic](#)
 - 6330 [Digitization](#)
- 6400 Archives and Records Management
 - 6410 [Planning and Needs Analysis](#)
 - 6420 [Access to Information and Protection of Personal Information](#)
 - 6430 [Management of Essential Documents](#)
 - 6440 [Semi-Active and Inactive Records](#)
 - 6450 [Preservation, Conservation, and Circulation](#)
- 6500 Library Management
 - 6510 [Acquisition and Collection Development](#)
 - 6520 [Treatment and Preservation](#)
 - 6530 [Circulation](#)
- 7000 Academic Administration**
- 7100 Admissions
 - 7110 [Conditions of Admission](#)
 - 7120 [Applications for Admission](#)
 - 7130 [Admission Tests](#)
 - 7140 [Reports and Statistics](#)
- 7200 Registration
 - 7210 [Management Tools](#)
 - 7220 [Registration Status](#)
 - 7230 [Reports and Statistics](#)
- 7300 Student Orientation – Opening of the Academic Year
 - 7310 [Orientation Sessions](#)
 - 7320 [Placement Tests](#)
 - 7330 [Identification Cards](#)
- 7400 Student Enrolment
 - 7410 [Enrolment Projection and Revision](#)
 - 7420 [Student Enrolment Report / Course Validation](#)
 - 7430 [Student Lists](#)
- 7500 Student Records
 - 7510 [Student Records - Documents](#)

- 7520 [Academic Student Records - Progression](#)
- 7600 Student Academic Progression
 - 7610 [Course Selection](#)
 - 7620 [Special Situations](#)
 - 7630 [Course Changes](#)
 - 7640 [Course Withdrawals](#)
 - 7650 [Program Changes](#)
 - 7660 [Deferred Courses](#)
 - 7670 [Institution Change](#)
 - 7680 [Withdrawal from the Institution](#)
- 7700 Academic Results and Certification of Studies
 - 7710 [Grade Results](#)
 - 7720 [Examination Retakes and Grade Reviews](#)
 - 7730 [Certification of Studies](#)
 - 7740 [Academic Follow-up Services for Student](#)
- 8000 Academic Management**
- 8100 Program Management
 - 8110 [Programs of Studies](#)
 - 8120 [Program Development and Revision](#)
 - 8130 [Program Implementation](#)
 - 8140 [Monitoring and Evaluation](#)
 - 8150 [Abolition of Programs](#)
 - 8160 [Work/Study \(Co-op\) Program](#)
 - [Student Files](#)
- 8200 Course and Internship Management
 - 8210 [Master Course Plans](#)
 - 8220 [Course grids and Prerequisites](#)
 - 8230 [Course Outlines](#)
 - 8240 [Internship/Stages](#)
 - 8250 [Course Packages and Didactic Material](#)
 - 8260 [Non-Credit Courses – Continuing Education](#)
- 8300 Academic Calendar and Schedule Management
 - 8310 [Academic Calendar](#)
 - 8320 [Schedules](#)
 - 8330 [Class Lists](#)
- 8400 Student Mobility
 - 8410 [Student Exchange Programs](#)

- 8420 [International Cooperation](#)
- 8430 [International Language Stays](#)
- 8500 Pedagogical Development
 - 8510 [Pedagogical Support Measures](#)
 - 8520 [Pedagogical Professional Development Days](#)
 - 8530 [Study Days](#)
- 8600 Learning Support Services
 - 8610 [Student Success Plan](#)
 - 8620 [Learning Supports Services](#)
 - 8630 [Learning Supports Services – Tutor Files](#)
 - 8640 [Learning Supports Services – Student Files](#)
- 8700 Evaluation of Learning
 - 8710 [Exams and Assignments – Student Completed Document](#)
 - 8720 [Comprehensive Assessments – Student Completed Document](#)
 - 8730 Exit Examinations
 - 8740 [Disciplinary Measures](#)
 - 8750 [Attendance](#)
- 8800 Research and Experimentation
 - 8810 [Research Projects](#)
- 9000 Student Services**
- 9100 Orientation and Integration
 - 9110 [Social Activities](#)
 - 9120 [Integration and Accessibility](#)
 - 9130 [Housing Services](#)
- 9200 Financial Assistance
 - 9210 [Loans and Bursaries \(Government\)](#)
 - 9220 [Internal Scholarships and Bursaries](#)
 - 9230 [External Scholarships and Bursaries](#)
 - 9240 [Emergency Financial Support](#)
- 9300 Academic and Career Counselling
 - 9310 [Academic and Career Counselling - Student Records](#)
 - 9320 [Tools and Information](#)
- 9400 Student Employment and Placement Services
 - 9410 [Student Employment](#)
 - 9420 [Placement](#)
- 9500 Sports and Socio-Cultural Activities
 - 9510 [Planning and Organization](#)

- 9520 [Special Events](#)
- 9600 Specialized Services
 - 9610 [Health and Wellness Services - Student Files](#)
 - 9620 [Psychology and Social Intervention Services - Student Files](#)
 - 9630 [Ombudsperson Services](#)

Records Retention Schedule

		Retention Schedule			
Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35					
Rule # 0000-01	Title Information Support Transfer – Destruction of Source Documents		Classification		
Process/activity Integrated Records Management – Support Transfer		Office of Primary Responsibility Corporate Affairs			
Description and use The rule applies to all paper documents at the active or semi-active period of use that have been transferred to different support with the goal of destroying the source documents and whose support has no intrinsic archival or historical value, and for which the information is transposed to a new conservation support in a tangible and logical way which ensures its integrity and its perennity.					
Types of Documents Source documents on paper support					
General Comments Exclude any document that contain seals or other material characteristics that are noteworthy or of historical significance. This retention period is exclusively applicable to source documents at the active or semi-active period of use for documentary series or documents that are being transferred to another support (digitization). Documents resulting from this digitization process are then considered as the primary copy and must be subject to their respective retention period associated with the processes or activities for which it was produced or received. For the management of digitization projects and related documents (transfer documentation and digitization procedures) see rule 6000-10.					
Confidential <input type="checkbox"/>		Essential <input type="checkbox"/>			
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P	888*	0	Destruction
Retention Period Comments * Until the end of the digitization process, after validation, integrity checks and quality control of transferred information.					
Legal References <i>Civil Code of Québec</i> , LRQ, ch. C-1991					

Legend: OPR = Office of Primary Responsibility
S = Secondary
888 = Keep until close conditions met
999 = Keep until replaced by new version

P = Paper
D = Digital

		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 1000-02	Title Identity of Dawson College			Classification 1120	
Process/activity Constitution			Office of Primary Responsibility Corporate Affairs		
Description and use Documents relating to the design, development, and modification of all forms of official identification and naming of the College's buildings or components.					
Types of Documents Logos, coat of arms, mottos, seals, flags, colours, and guides					
General Comments Historical value					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	999	3	Conservation
02	S	P, D	1	0	Destruction
Retention Period Comments					
Legal References					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 1000-03	Title History of Dawson College			Classification 1130	
Process/activity Constitution			Office of Primary Responsibility Corporate Affairs		
Description and use Records documenting notable event's in the College's history.					
Types of Documents Notes, chronologies, histories, records, documents, publications, studies, reports, still and moving images, biographies, memoirs, and historical agreements.					
General Comments Historical value					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	3	Triage**
02	S	P, D	1	0	Destruction
Retention Period Comments * Keep until research is finished, or if applicable, of the publication. ** Notes, chronologies, histories, records, documents, publications, studies, reports, still and moving images, biographies, memoirs, and historical agreements.					
Legal References					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 1000-04	Title Missions, Mandates, and Values			Classification 1210	
Process/activity Administrative Organization and Internal Governance			Office of Primary Responsibility Corporate Affairs		
Description and use Records documenting the evolution of the College’s mission, mandates, and values.					
Types of Documents Mission statements, studies, reports, surveys, statistics.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	999	3	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain the official statements of the College’s mission, mandates, and values. Retain studies concerning the College’s mission, mandates, and activities, as well as annual and cumulative statistics.					
Legal References					

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 S = Secondary
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 999 = Keep until replaced by new version

P = Paper
 D = Digital

		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title	Classification			
1000-05	Authority and Delegation of Authority	1220			
Process/activity			Office of Primary Responsibility		
Administrative Organization and Internal Governance			Financial Services		
Description and use					
Records documenting the division and delegation for authority as well as mandates of various administrative units of the College. Signing authority and oaths are included in this rule.					
Types of Documents					
Delegations of authority, signing authorities, and certificates.					
General Comments					
<div style="display: flex; justify-content: space-around;"> Confidential <input type="checkbox"/> Essential <input checked="" type="checkbox"/> </div>					
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	999	3	Conservation
02	S	P, D	1	0	Destruction
Retention Period Comments					
Legal References					

Legend: OPR = Office of Primary Responsibility P = Paper
 S = Secondary D = Digital
 888 = Keep until close conditions met
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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title	Classification			
1000-06	Administrative Structure	1230			
Process/activity			Office of Primary Responsibility		
Administrative Organization and Internal Governance			Corporate Affairs		
Description and use					
Records documenting the definition and evolution of the College's administrative structure and various components.					
Types of Documents					
Organizational charts, studies, organizational analysis reports, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	999	3	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments					
*Retain official copies of the organizational charts and final versions of studies and reports.					
Legal References					

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P = Paper
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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 1000-07	Title Policies, Procedures, and Regulations			Classification 1240	
Process/activity Administrative Organization and Internal Governance			Office of Primary Responsibility Corporate Affairs		
Description and use Records documenting the prescribed methods and means of carrying out the College’s business. This rule includes: statutes and regulations for internal or college related committees, procedures for various administrative units and ethics and professional conduct.					
Types of Documents Policies, procedures, regulations, standards, directives, methods, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	999	3	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments *Retain official copies of records, updates, and letters of deposit addressed to the Minister.					
Legal References <i>Civil Code of Québec</i> , LRQ, ch. C-1991 art. 321 to 330 (Appendix 2) <i>General and Vocational Colleges Act</i> , RSQ, ch. C-29, art. 12 and 20.1					

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 888 = Keep until close conditions met
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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title	Classification			
1000-08	Planning	1310			
Process/activity			Office of Primary Responsibility		
Administrative Planning			Director General		
Description and use					
Records documenting the College’s priorities, direction, the proposed means of achieving the priorities, documents relating to various planning papers.					
Types of Documents					
Action plans, staffing plans, annual management plans, strategic plans, student success plans, development plans, timelines, follow-up documents, studies, assessments, forms, reports, and other related documents.					
General Comments					
<div style="display: flex; justify-content: space-around;"> Confidential <input type="checkbox"/> Essential <input type="checkbox"/> </div>					
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	999	5	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain strategic plan, copies of other approved plans.					
Legal References					
<i>General and Vocational Colleges Act, RSQ, ch. C-29, art. 16.1</i>					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 1000-09	Title Activity Reports	Classification 1320			
Process/activity Administrative Planning			Office of Primary Responsibility Director General		
Description and use Records documenting the preparation of activity and outcome reports by the College's administrative units.					
Types of Documents Annual reports of the College, activity reports, outcome evaluation reports, objective reports, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	3	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain annual report, and if applicable, all reports used for monitoring periodic activities and outcome evaluation reports.					
Legal References <i>General and Vocational Colleges Act</i> , RSQ, ch. C-29 art.27.1 <i>Civil Code of Québec</i> , LRQ, ch.C-1991					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 1000-11	Title Studies and Statistics			Classification 1330	
Process/activity Administrative Planning			Office of Primary Responsibility Unit concerned		
Description and use Reports and statistics used in the preparation of management and institutional studies.					
Types of Documents Studies, inquiries, surveys, reports, statistics, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	3	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain annual and cumulative statistics, studies.					
Legal References					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title	Classification			
1000-12	Evaluation – Internal and External	1410, 1420			
Process/activity			Office of Primary Responsibility		
Institutional Evaluation (Audit)			Director General		
Description and use					
Reports and statistics used in the preparation of management and institutional studies.					
Types of Documents					
Studies, inquiries, surveys, reports, statistics, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	5	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain until evaluation process is complete.					
** Retain audit report, follow-up, and summary documents.					
Legal References					
<i>Tax Administration Act, RSQ, ch. A-6.002</i>					
<i>Income Tax Act, RSC 1985, ch.1 (5th Supp), 1985, ch. 1 (5th Supp)</i>					

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DAWSON C O L L E G E		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 1000-13	Title Board of Governors			Classification 1510	
Process/activity Statutory Meetings			Office of Primary Responsibility Corporate Affairs		
Description and use Records documenting the constitution, functions, and meetings of the Board of Governors.					
Types of Documents Member lists, notices of appointment, meeting records (includes agendas, minutes, resolutions, supporting documents, reports)					
General Comments For internal committees without final decision-making authority refer to rule 1000-17					
Confidential <input type="checkbox"/>			Essential <input checked="" type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	0	Destruction
02	OPR	D	2	5	Triage**
03	S	P, D	1	0	Destruction
Retention Period Comments * Digitized and destroyed after quality control checks. ** Retain incorporation records, member lists, resolutions, approved minutes, and documents presented or submitted at the meetings.					
Legal References <i>Canada Evidence Act, RSC, ch. C-5, art.24 and 25</i> <i>General and Vocational Colleges Act, RSQ, ch. C-29</i> <i>Civil Code of Québec, LRQ, ch. C-1991</i>					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title	Classification			
1000-14	Elections to the Board of Governors	1510			
Process/activity			Office of Primary Responsibility		
Statutory Meetings			Corporate Affairs		
Description and use					
Records documenting the election of members to the Board of Governors.					
Types of Documents					
Ballots, files, results.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	3	Destruction
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain until the end of the term. Ballots destroyed after confirmation of election results.					
Legal References					

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DAWSON C O L L E G E		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 1000-15	Title Senate			Classification 1520	
Process/activity Statutory Meetings			Office of Primary Responsibility Academic Dean		
Description and use Records documenting the functions and meetings of the College's senate.					
Types of Documents Member lists, policies, meeting records (includes agendas, minutes, resolutions, supporting documents, reports)					
General Comments Apply rule 1000-07 to policies.					
Confidential <input type="checkbox"/>			Essential <input checked="" type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	5	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain member lists, minutes, and documents presented or submitted at the meetings.					
Legal References <i>Canada Evidence Act, RSC, ch. C-5, art.24 and 25</i> <i>Civil Code of Québec, LRQ, ch. C-1991</i>					

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		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title	Classification			
1000-16	Executive Committee	1530			
Process/activity			Office of Primary Responsibility		
Statutory Meetings			Corporate Affairs		
Description and use					
Records documenting the constitution and functioning of the College's Executive Committee.					
Types of Documents					
Member lists, notices of the appointment, meeting records (includes agendas, minutes, resolutions, supporting documents, reports).					
General Comments					
Confidential <input type="checkbox"/>			Essential <input checked="" type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	5	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain constitution records, member lists, resolutions, minutes, and documents presented or submitted at the meetings.					
Legal References					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 1000-17	Title Internal Committees	Classification 1610			
Process/activity Committees			Office of Primary Responsibility Unit concerned		
Description and use Records documenting the constitution and functioning of the College’s various administrative and other internal committees.					
Types of Documents Member lists, notices of the appointment, meeting records (includes agendas, minutes, resolutions, supporting documents, reports).					
General Comments Retention 01: For internal committees, with final decision-making authority or with institutional importance Retention 02: For internal committees, without final decision-making authority nor institutional importance For the Board of Directors see rule 1000-13 For the Senate, see rule 1000-15 For the Executive Committee, see rule 1000-16.					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	5	Triage*
02	OPR	P, D	2	5	Destruction
03	S	P, D	1	0	Destruction
Retention Period Comments * Retain constitution records, member lists, resolutions, minutes, and documents presented or submitted at the meetings.					
Legal References					

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		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title			Classification	
1000-18	External Committees			1620	
Process/activity			Office of Primary Responsibility		
Committees			Unit concerned		
Description and use					
Records documenting the constitution and functioning of the external committees the College participates in.					
Types of Documents					
Member lists, notices of the appointment, meeting records (includes agendas, minutes, resolutions, supporting documents, reports).					
General Comments					
Committees related to the Ministry of Education and the Fédération des Cégeps should be included here.					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	0	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain records that reflect positions taken by the College.					
Legal References					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title	Classification			
1000-19	Jurisprudence	1710			
Process/activity			Office of Primary Responsibility		
Legal Affairs			Corporate Affairs		
Description and use					
Records documenting opinions and interpretations of the laws and regulations affecting the College's operations and activities.					
Types of Documents					
Legal opinions, related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	0	Triage**
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain while in force.					
** Retain only the records related to issues where the College has sought a legal opinion.					
Legal References					

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DAWSON C O L L E G E		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 1000-20	Title Legal Opinions			Classification 1720	
Process/activity Legal Affairs			Office of Primary Responsibility Corporate Affairs		
Description and use Legal opinions regarding the College's operations. May include interpretation of laws, regulations, contracts or other legal documents.					
Types of Documents Legal opinions					
General Comments					
Confidential <input checked="" type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	0	Triage**
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain while in force. ** Retain only the records related to issues where the College has sought a legal opinion.					
Legal References <i>Civil Code of Québec</i> , LRQ, ch. C-1991					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 1000-21	Title Legal Actions			Classification 1730	
Process/activity Legal Affairs			Office of Primary Responsibility Corporate Affairs		
Description and use Records documenting legal actions brought by or against the College.					
Types of Documents Procedures, reports, statements, summons notices, legal proceedings, subpoenas, orders, decisions, rulings, awards.					
General Comments					
Confidential <input checked="" type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	10	Triage**
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain until the end of proceedings or enforcement of award. ** Retain notices, rulings, awards, and orders.					
Legal References <i>Civil Code of Québec</i> , LRQ, ch. C-1991, art. 2922 - 2923					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 1000-23	Title Intellectual Property			Classification 1750	
Process/activity Legal Affairs			Office of Primary Responsibility Corporate Affairs		
Description and use Records documenting intellectual property rights for inventions, trademarks, and other innovations registered by the College.					
Types of Documents Patents, caveats, registration certificates, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	10	Conservation
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain until trademark registered or patent obtained.					
Legal References <i>Patent Act, RSC, 1985, ch. P-4, art. 44-45</i>					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 1000-24	Title Copyright			Classification 1760	
Process/activity Legal Affairs			Office of Primary Responsibility Corporate Affairs		
Description and use Records documenting assignments of rights, licenses or authorizations related to the College's copyrighted materials.					
Types of Documents Licenses, authorizations, publications, manuscripts					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	20	Conservation
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain until expiration of the license.					
Legal References <i>Copyright Act, RSC, 1985, ch. C-42, art. 5, 6, 10</i>					

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		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 1000-25	Title Legal Deposit	Classification 1770			
Process/activity Legal Affairs			Office of Primary Responsibility Corporate Affairs		
Description and use Records documenting the legal deposit of books and documents published by the College.					
Types of Documents Forms, confirmation, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	0	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain certificate of legal deposit.					
Legal References <i>An Act respecting Bibliothèque et Archives Nationales du Québec</i> , RSQ, ch. B-1.2 <i>Library and Archives of Canada Act</i> , SC,2004, ch. 11					

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DAWSON C O L L E G E		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 1000-26	Title Legislation and Regulations			Classification 1810, 1820, 1830	
Process/activity Legal Affairs			Office of Primary Responsibility Corporate Affairs		
Description and use Laws, decrees, and regulations that affect the College's operations and activities.					
Types of Documents Laws, decrees, regulations					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	999	0	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain General and Vocational Colleges Act and related regulations.					
Legal References <i>General and Vocational Colleges Act, RSQ, ch. C-29</i> <i>Canada Evidence Act, RSC, 1985, ch. C-5, art. 22, 24 and 25</i>					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 1000-27	Title Arrangements, Agreements, and Contracts			Classification 1910, 1920, 1930	
Process/activity Arrangements, Agreements, and Contracts			Office of Primary Responsibility Corporate Affairs		
Description and use Records documenting a commercial or civil agreement between the College and an individual or corporate body.					
Types of Documents Agreements, contracts, leases, insurance policies, partnership agreements, alcohol permits, and other related documents.					
General Comments For contracts related to construction, renovation or maintenance refer to the 4000 series					
Confidential <input type="checkbox"/>			Essential <input checked="" type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	10**	Triage***
02	S	P, D	1	0	Destruction
Retention Period Comments * The life of the arrangement/contract/agreement. ** Rejected bids are destroyed after the completion of the project, alcohol permits destroyed after two years. *** Retain agreements and contracts with historical importance.					
Legal References <i>General and Vocational Colleges Act, RSQ, ch. C-29</i> <i>Civil Code of Québec, LRQ, ch. C-1991</i>					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 2000-01	Title Management of Positions			Classification 2110	
Process/activity Staffing			Office of Primary Responsibility Human Resources		
Description and use Records relating to the College's staffing plan, needs assessments, inventory, evaluation, and staffing changes.					
Types of Documents Analyses, reports, recommendations, staffing plans, personnel lists, seniority lists, hiring plans, work plans, action plans, inventory of positions.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input checked="" type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	999	3	Triage *
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain official staffing and hiring plans, cumulative personnel and seniority lists, reports of job creation, transfer or elimination of positions.					
Legal References					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title	Classification			
2000-03	Recruitment	2130			
Process/activity			Office of Primary Responsibility		
Staffing			Human Resources		
Description and use					
Records detailing the College's recruitment of staff.					
Types of Documents					
Personnel requisitions, job descriptions, hiring criteria, requirement profiles, job vacancy notices, recruiting files, job offers, advertisements, job postings, applications, resumes, interview invitations, evaluation guides, tests and results, selection grids, interview summaries, selection committee reports .					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	2	Triage **
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain until the period to challenge the decision, per the collective agreement, has expired.					
** Retain job offers, hiring criteria, and recruitment files for management positions.					
Legal References					

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		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 2000-04	Title Equal Opportunity to Employment			Classification 2140	
Process/activity Staffing			Office of Primary Responsibility Human Resources		
Description and use Records relating the College's equal opportunity to employment initiatives.					
Types of Documents Forms, questionnaires, information materials, reports, statistics.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	3	2	Triage *
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain the program and cumulative reports produced by the College.					
Legal References					

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DAWSON C O L L E G E		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 2000-05	Title Management			Classification 2210	
Process/activity Employee Files			Office of Primary Responsibility Human Resources		
Description and use Records detailing the work history of the College's management.					
Types of Documents Service offerings, resumes, employment contracts, birth certificates, citizenship documents, diplomas, certificates of education or experience, job descriptions, salary and benefit history, evaluations, promotions.					
Confidential <input checked="" type="checkbox"/>			Essential <input checked="" type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P	888*	0	Destruction
02	OPR	D	888**	90***	Triage ****
03	S	P, D	1	0	Destruction
Retention Period Comments *Records have been digitized and destroyed after thorough quality control checks. **Retain for the duration of employment. ***Retain until the employee's 90 th birthday, or 7 years after an employee's death. ****Retain files of senior management.					
Legal References <i>Civil Code of Québec</i> , LRQ, ch. C-1991, Labour Code, RSQ, ch. C-27, <i>Tax Administration Act</i> , RSQ, ch. A-6.002, ch. A-6.002, <i>Income Tax Act</i> , RSC 1985, ch.1 (5th Supp), 1985, ch. 1, Canada Pension Plan, RSC, 1985, ch. C-8 <i>Act to Establish a Legal Framework for Information Technology</i> , CLRQ c 1-1					

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DAWSON C O L L E G E		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 2000-06	Title Teaching and Non-Teaching Staff			Classification 2220, 2230	
Process/activity Employee Files			Office of Primary Responsibility Human Resources		
Description and use Records detailing the work history of the College's teaching and non-teaching staff.					
Types of Documents Service offerings, resumes, employment contracts, birth certificates, citizenship documents, diplomas, certificates of educate or experience, job descriptions, salary and benefit history, evaluations, promotions.					
General Comments Information on sick leave, grievances, disciplinary measures, complaints, group insurance is kept in a separate file.					
Confidential <input checked="" type="checkbox"/>			Essential <input checked="" type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P	888*	0	Destruction
02	OPR	D	888**	90***	Destruction
03	S	P, D	1	0	Destruction
Retention Period Comments *Records have been digitized and destroyed after thorough quality control checks. ** Retain for the duration of employment. ***Retain until the employee's 90 th birthday or 7 years after an employee's death.					
Legal References <i>Civil Code of Québec</i> , LRQ, ch. C-1991, Labour Code, RSQ, ch. C-27, <i>Tax Administration Act</i> , RSQ, ch. A-6.002, ch. A-6.002, <i>Income Tax Act</i> , RSC 1985, ch.1 (5th Supp), 1985, ch. 1, Canada Pension Plan, RSC, 1985, ch. C-8 <i>Act to Establish a Legal Framework for Information Technology</i> , CLRQ c 1-1					

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DAWSON C O L L E G E		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 2000-07	Title Occasional and Student Employees			Classification 2240, 2250	
Process/activity Employee Files			Office of Primary Responsibility Human Resources		
Description and use Records detailing the work history of the College's occasional and student employees.					
Types of Documents Service offerings, resumes, employment contracts, birth certificates, citizenship documents, diplomas, certificates of educate or experience, job descriptions, salary and benefit history, evaluations, promotions.					
General Comments					
Confidential <input checked="" type="checkbox"/>			Essential <input checked="" type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P	888*	0	Destruction
02	OPR	D	888**	10	Destruction
03	S	P, D	1	0	Destruction
Retention Period Comments *Records have been digitized and destroyed after thorough quality control checks ** Retain for the duration of employment.					
Legal References Civil Code of Québec, LRQ, ch. C-1991 <i>Act to Establish a Legal Framework for Information Technology</i> , CLRQ c 1-1					

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		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title	Classification			
2000-08	Remuneration	2310			
Process/activity			Office of Primary Responsibility		
Payroll			Human Resources		
Description and use					
Records documenting the College's payroll, compensation practices, and salary scales.					
Types of Documents					
Salary scales or compensation rates for different categories of employees, salary increase reports, salary rate revisions, payroll management reports, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input checked="" type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	999	5	Triage *
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain only salary scales not found in collective or other types of agreements.					
Legal References					
<i>Tax Administration Act, RSQ, ch.A-6.002</i> <i>Income Tax Act, RSC 1985, ch. 1 (5th Supp)</i> Collective agreements					

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		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title	Classification			
2000-09	Deductions	2320			
Process/activity			Office of Primary Responsibility		
Payroll			Financial Services		
Description and use					
Records documenting the College's payroll reductions, and automatic payroll deduction authorizations.					
Types of Documents					
Employee statements, lists, automatic payroll deduction authorizations, summaries, payroll deduction journals.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input checked="" type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888	6	Destruction
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain documents as long as they are valid.					
Legal References					
<i>Tax Administration Act, RSQ, ch.A-6.002</i> <i>Income Tax Act, RSC 1985, ch. 1 (5th Supp)</i> <i>Civil Code of Québec, LRQ, ch. C-1991</i>					

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		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title			Classification	
2000-10	Tax Forms			2330	
Process/activity			Office of Primary Responsibility		
Payroll			Financial Services		
Description and use					
Records documenting the contributions and tax deductions of the College's employees.					
Types of Documents					
Tax information slips, RL – 1, T4, TP4 slips.					
General Comments					
Confidential <input checked="" type="checkbox"/>			Essential <input checked="" type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	5	Destruction
02	S	P, D	1	0	Destruction
Retention Period Comments					
Legal References					
<i>Tax Administration Act, RSQ, ch.A-6.002</i> <i>Income Tax Act, RSC 1985, ch. 1 (5th Supp)</i> <i>Civil Code of Québec, LRQ, ch. C-1991</i>					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 2000-11A	Title Work Time Management			Classification 2410	
Process/activity Working Conditions and Benefits			Office of Primary Responsibility Human Resources		
Description and use Records documenting the management and control of the employee’s working time includes: timesheets, teaching workloads, task allocations, procedures, schedule change requests, flexible schedule controls, and verification records.					
Types of Documents Work schedules, lists, reports, statistics, summary tables, time sheets, attendance records, programs, confirmation letters, summary of tasks, and other related documents.					
General Comments Please refer also to rule 2000-11B, Work Time Management – Teacher Workload.					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	3	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain programs developed by the College and summary tables.					
Legal References					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #		Title		Classification	
2000-11B		Work Time Management – Teacher Workload		2410	
Process/activity			Office of Primary Responsibility		
Working Conditions and Benefits			Academic Systems, Human Resources		
Description and use					
Records documenting the management and control of teacher’s working time.					
Types of Documents					
Teaching workloads, task allocations, tables of course distribution by discipline, seat file reports, technical programs pipeline, chairperson correspondence, project, reconciliation reports, release for coordinating departments, programs and internships, research, professional development and institutional development projects, and other related documents.					
General Comments					
Human Resources is responsible for priority lists, faculty leaves, postings of workloads and substitution timesheets.					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	5	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain rules regarding distribution of teaching tasks and tables of course distribution by discipline.					
Legal References					

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DAWSON C O L L E G E		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 2000-12	Title Absences and Leaves			Classification 2420	
Process/activity Working Conditions and Benefits			Office of Primary Responsibility Human Resources		
Description and use Records documenting the management of staff absences and leaves, including sick leave.					
Types of Documents Leave applications, notices and certificates of absences, notices of return, schedules, requests, vacation notices and authorizations, reports, sick leave bank status, lists.					
General Comments Records documenting unpaid leave, maternity leave, and differed/anticipated leave are included in the employee file, and are covered under rules 2000-05 to 2000-07.					
Confidential <input checked="" type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2*	5	Destruction
02	S	P, D	1	0	Destruction
Retention Period Comments *Destroy certificates of absence after two years.					
Legal References <i>Civil Code of Québec</i> , LRQ, ch. C-1991, <i>Tax Administration Act</i> , RSQ, ch. A-6.002, <i>Income Tax Act</i> , RSC 1985, ch. 1 (5th Supp), 1985, ch. 1, Collective agreements					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title	Classification			
2000-13	Group Insurance	2430			
Process/activity			Office of Primary Responsibility		
Working Conditions and Benefits			Human Resources		
Description and use					
Records documenting the administration of group insurance plans.					
Types of Documents					
Contracts, renewals, lists of participants, related documentation.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input checked="" type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	10	Destruction
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain while policy is in effect, or until all claims under the policy have been resolved.					
Legal References					
<i>Civil Code of Québec, LRQ, ch. C-1991</i>					

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DAWSON C O L L E G E		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 2000-14	Title Salary Insurance – Employee Files			Classification 2440	
Process/activity Working Conditions and Benefits			Office of Primary Responsibility Human Resources		
Description and use Records documenting employee salary insurance benefit claims.					
Types of Documents Forms, claim applications, medical certificates, reports, statements.					
General Comments A cumulative report of employee salary and benefit history is kept in the employee's file, and is subject to the rules for employee files, see rules 2000-05 to 2000-07					
Confidential <input checked="" type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	5	Destruction
02	S	P, D	1	0	Destruction
Retention Period Comments * Until claim is closed, or as long as required under the collective agreement.					
Legal References <i>Civil Code of Québec</i> , LRQ, ch. C-1991					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title	Classification			
2000-15	Life Insurance – Employee Files	2450			
Process/activity			Office of Primary Responsibility		
Working Conditions and Benefits			Human Resources		
Description and use					
Records documenting employee life insurance benefit claims and the designation of beneficiaries.					
Types of Documents					
Forms, claims, applications, medical certificates, reports, statements.					
General Comments					
Confidential <input checked="" type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	7	Destruction
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain for the duration of employment, or until full settlement in the event of employee’s death.					
Legal References					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 2000-16	Title Accident, Illness, and Medical Insurance – Employee Files			Classification 2460	
Process/activity Working Conditions and Benefits			Office of Primary Responsibility Human Resources		
Description and use Records documenting enrollment of employees and eligible dependents, reimbursement claims for medical expenses, or accidents, illness or drug benefits.					
Types of Documents Forms, claims, applications, medical certificates, reports, statements.					
General Comments					
Confidential <input checked="" type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	3**	Destruction
02	S	P, D	1	0	Destruction
Retention Period Comments * Until settlement of claim. **Retain minor claims for 2 years.					
Legal References					

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		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title			Classification	
2000-17	Pension Plan			2470	
Process/activity			Office of Primary Responsibility		
Working Conditions and Benefits			Human Resources		
Description and use					
Records documenting the administration of the employee pension plan.					
Types of Documents					
Contracts, renewals, lists of participants, related documentation.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	5	Triage **
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain while the plan is in effect.					
** Retain reports produced for the organizations responsible for plan administration.					
Legal References					
<i>Canada Pension Plan</i>					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title	Classification			
2000-18	Pension Plan – Employee Files	2480			
Process/activity			Office of Primary Responsibility		
Working Conditions and Benefits			Human Resources		
Description and use					
Employee files for those participating in the pension plan.					
Types of Documents					
Application forms, information on plan participation, pension estimates, contributions and interest information, entitlement statements, dependent minor children certificates, requests for corrections, declarations of common-law spouse, buy-back requests, transfers, application for pension benefits, other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	90**	Destruction
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain claim is settled.					
** Retain until participant’s 90 th birthday.					
Legal References					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title	Classification			
2000-19	Planning and Evaluation Tools	2510			
Process/activity			Office of Primary Responsibility		
Employee Evaluation			Human Resources		
Description and use					
Records documenting the process and methods of evaluating employee performance.					
Types of Documents					
Evaluation programs, guides, forms, lists, assessment grids.					
General Comments					
Records relating to a specific employee are kept in the employee file. (See rules 2000-05 – 2000-07)					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	999	5	Triage *
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain evaluation programs and guides.					
Legal References					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 2000-20	Title Planning and Analysis of Professional Development and Training Needs			Classification 2610	
Process/activity Training and Professional Development			Office of Primary Responsibility Human Resources		
Description and use Professional development programs, forms, guides, project documents, budgets, reports, other related documents.					
Types of Documents Evaluation programs, guides, forms, lists, assessment grids.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	3**	Triage***
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain for the duration of the program ** Expense vouchers must be retained for six years. ***Retain programs established by the College.					
Legal References <i>Règlement sur les dépenses de formation admissibles, R.R.Q., c. D-8.3, r.3, art. 4</i>					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 2000-21	Title Professional Development Activities			Classification 2620, 2630	
Process/activity Training and Professional Development			Office of Primary Responsibility Human Resources		
Description and use Records documenting the organization of professional development activities for the College’s employees; either internal activities or hosted by an external organization.					
Types of Documents Applications, assessment grids, documentation, lists, activity reports, promotional materials, forms, announcements.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	3**	Triage***
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain until end of activity. ** Retain applications for professional development, requests for payment for 7 years. See rule 3320. *** Retain activity and evaluation reports.					
Legal References <i>Règlement sur les dépenses de formation admissibles, R.R.Q., c. D-8.3, r.3, art. 4</i>					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 2000-22	Title Workplace Risk Assessment and Prevention			Classification 2710	
Process/activity Health, Safety, and Quality of Life			Office of Primary Responsibility Human Resources		
Description and use Records documenting risk assessments and prevention activities.					
Types of Documents Inspection reports, standards, meeting minutes, recommendations, reports on health and safety legislation, notices, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	3	Triage**
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain for the duration of the program. ** Retain the College's programs and reports.					
Legal References					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title	Classification			
2000-24	Workplace Accidents and Injuries – Employee Files	2730			
Process/activity			Office of Primary Responsibility		
Health, Safety, and Quality of Life			Human Resources		
Description and use					
Records relating to employee’s workplace accidents/injuries.					
Types of Documents					
Case summaries, progress notes, employer notices to <i>the Commission de la santé et de la sécurité du travail du Québec</i> , temporary assignment notices, claims, reimbursement applications, medical certificates, work fitness certificates, forms, accident and injury reports, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	90**	Destruction
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain until settlement is reached.					
** Retain until employee’s 90 th birthday.					
Legal References					
<i>An Act Respecting Industrial Accidents and Occupational Diseases, RSQ, ch. A-3.001 (CSST)</i>					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 2000-25	Title Quality of Life in the Workplace			Classification 2740	
Process/activity Health, Safety, and Quality of Life			Office of Primary Responsibility Human Resources		
Description and use Records documenting programs offered by the College to improve quality of life in the workplace, including the Employee Assistance Program (EAP).					
Types of Documents Programs, surveys, reports, guides, forms, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	999	3	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain programs and reports prepared by the College.					
Legal References					

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		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 2000-26	Title Social Activities	Classification 2750			
Process/activity Health, Safety, and Quality of Life			Office of Primary Responsibility Human Resources		
Description and use Records documenting programs offered by the College to improve quality of life in the workplace, including the Employee Assistance Program (EAP).					
Types of Documents Programs, surveys, reports, guides, forms, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	1	2	Destruction
02	S	P, D	1	0	Destruction
Retention Period Comments					
Legal References					

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DAWSON C O L L E G E		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 2000-27	Title Unions and Associations			Classification 2810	
Process/activity Labour Relations			Office of Primary Responsibility Human Resources		
Description and use Records relating to unions, associations, and groups of employees of the College.					
Types of Documents Accreditations, dues, membership applications, identification of union delegates, request for releases for local or national union affairs.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	999*	5	Destruction**
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain release requests for one year. ** Union certifications are kept by the Quebec Ministry of Labour.					
Legal References <i>Labour Code, RSQ, ch. C-27</i>					

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DAWSON C O L L E G E		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 2000-28	Title Collective Agreements, Contracts, and Protocols			Classification 2820	
Process/activity Labour Relations			Office of Primary Responsibility Human Resources		
Description and use Records documenting the negotiation, approval, and application of collective agreements between the College and unions or associations representing employees.					
Types of Documents Offers and demands, strategy records, bargaining session records, contracts, press releases, collective agreements, protocols, letters of understanding, employment condition regulations, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input checked="" type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	10	Triage**
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain for the period of the agreement. ** Retain initial union and management offers, objectives and mandates, final versions of work contracts and regulations regarding employment conditions, letters of understanding, press files, and documents relating to the interpretation of collective agreements.					
Legal References Civil Code of Québec, LRQ, ch. C-1991 An Act respecting collective agreement decrees, RSQ, ch. D-2					

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DAWSON C O L L E G E		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 2000-29	Title Labour Disputes			Classification 2830	
Process/activity Labour Relations			Office of Primary Responsibility Human Resources		
Description and use Records documenting complaints, grievances, arbitrations, strikes, lockouts, essential services, and disciplinary actions.					
Types of Documents Grievances, forms, regulations, letters of understanding, reports, decisions, and other related documents.					
General Comments					
Confidential <input checked="" type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	10	Triage**
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain until settlement. Destroy records relating to warnings, complaints, offences, or disciplinary measures if no further complaints/offenses have been files within twelve months. ** Retain awards. In a major dispute retain injunctions, prosecution and proceedings, judicial decisions, and definition of essential services.					
Legal References <i>Civil Code of Québec</i> , LRQ, ch. C-1991, <i>Labour Code</i> , RSQ, ch. C-27 <i>Collective agreements</i>					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title	Classification			
3000-01	Budgets	3110			
Process/activity			Office of Primary Responsibility		
Budgets			Financial Services		
Description and use					
Records documenting the planning, control, approval, and revision of the College's budgets.					
Types of Documents					
Budget plans, budget revisions, five-year investment plans, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input checked="" type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	5	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain management budget procedures, accounting plans, and approved budgets.					
Legal References					

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		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title			Classification	
3000-02	Budgetary Control			3120	
Process/activity			Office of Primary Responsibility		
Budgets			Financial Services		
Description and use					
Records documenting the efforts of the College to reach budgetary goals, including surplus and deficit management.					
Types of Documents					
Plans de redressement, balance sheets, redressement projections, variance analysis, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	5	Destruction
02	S	P, D	1	0	Destruction
Retention Period Comments					
Legal References					

Legend: OPR = Office of Primary Responsibility P = Paper
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		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 3000-03	Title Government Grants			Classification 3210	
Process/activity Funding			Office of Primary Responsibility Financial Services		
Description and use Records documenting to the approval, acquisition, and transfer of government funds.					
Types of Documents Budget plans, budget revisions, five-year investment plans, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input checked="" type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	5	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain government authorizations and College's statements.					
Legal References <i>General and Vocational Colleges Act, RSQ, ch. C-29</i>					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title	Classification			
3000-04	Campaigns and Fundraisers	3220			
Process/activity			Office of Primary Responsibility		
Funding			Financial Services		
Description and use					
Records documenting to the approval, acquisition, and transfer of government funds.					
Types of Documents					
Government funding approvals, funding requests, the College's statements, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	5	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain summary reports and donor lists.					
Legal References					

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		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title			Classification	
3000-05	Foundations			3230	
Process/activity			Office of Primary Responsibility		
Funding			Financial Services		
Description and use					
Records documenting the management of funds received through foundations.					
Types of Documents					
Funding applications, forms, reports, promotional materials, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	5	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain summary reports.					
Legal References					

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		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title			Classification	
3000-06	Accounts Receivable and Revenues			3310	
Process/activity			Office of Primary Responsibility		
Accounting			Financial Services		
Description and use					
Records documenting the management of the College’s accounts receivable, including invoicing and collection of student fees, and tuition.					
Types of Documents					
Invoices issued by the College, statement of accounts, tuition tax receipt, records related to student fees, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input checked="" type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	5	Destruction
02	S	P, D	1	0	Destruction
Retention Period Comments					
Legal References					
<i>Tax Administration Act, RSQ, ch. A-6.002</i> <i>Income Tax Act, RSC 1985, ch. 1 (5th Supp)</i> <i>Civil Code of Québec, LRQ, ch. C-1991</i>					

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		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title			Classification	
3000-07	Accounts Payable and Expenses			3320	
Process/activity			Office of Primary Responsibility		
Accounting			Financial Services		
Description and use					
Records documenting the management of the College's accounts payable.					
Types of Documents					
Invoices, requests for payment, supporting documents, receipts, purchase orders, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input checked="" type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	5	Destruction
02	S	P, D	1	0	Destruction
Retention Period Comments					
Legal References					
<i>Tax Administration Act, RSQ, ch. A-6.002</i> <i>Income Tax Act, RSC 1985, ch. 1 (5th Supp)</i> <i>Civil Code of Québec, LRQ, ch. C-1991</i>					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title	Classification			
3000-08	Accounting Records	3330			
Process/activity			Office of Primary Responsibility		
Accounting			Financial Services		
Description and use					
Records documenting the management of the College's accounts system.					
Types of Documents					
Journal entries, payroll journal, accounting plans, general ledgers, annual accounts histories, receipt and disbursement journals, general journals, purchase journals, supporting documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input checked="" type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	5	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain general ledger. Retain other ledgers and journals, unless the information is available in the general ledger.					
Legal References					

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		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title			Classification	
3000-09	Accounts and Banking Operations			3410	
Process/activity			Office of Primary Responsibility		
Banking Operations			Financial Services		
Description and use					
A record documenting the management of the College's banking operations.					
Types of Documents					
Bank reconciliation statements, deposit slips, liquidity status, cheque registers, cheques paid, bankbooks, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input checked="" type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	5	Destruction
02	S	P, D	1	0	Destruction
Retention Period Comments					
Legal References					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title	Classification			
3000-10	Loans, Investments, and Guarantees	3420			
Process/activity			Office of Primary Responsibility		
Banking Operations			Financial Services		
Description and use					
Records documenting the management of the College’s loans, investments, and guarantees.					
Types of Documents					
Lines of credit, loan contracts, term loan contracts, mortgages, loan authorizations, bond issues, share certificates, term deposits, promissory notes, bank statements, credit certificates, investments, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	7	Destruction
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain for the duration of the loan or investment.					
Legal References					

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DAWSON C O L L E G E		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 3000-11	Title Audits – Internal and External			Classification 3510, 3520	
Process/activity Financial Audits			Office of Primary Responsibility Financial Services		
Description and use Records documenting financial audits of the College.					
Types of Documents Audit mandates, contracts, terms, reports, and other related documents.					
General Comments Rule 4000-12 is used for call for tenders, and tenders.					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	5	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain audit reports.					
Legal References <i>Tax Administration Act</i> , RSQ, ch. A-6.002 <i>Income Tax Act</i> , RSC 1985, ch. 1 (5th Supp) <i>Civil Code of Québec</i> , LRQ, ch. C-1991					

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		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 3000-12	Title Financial Statements and Reports			Classification 3530	
Process/activity Financial Audits			Office of Primary Responsibility Financial Services		
Description and use Records documenting financial management and control.					
Types of Documents Financial statements, periodic reports, annual financial reports, balance sheets, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input checked="" type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	5	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain audited annual financial reports, and financial statements.					
Legal References					

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P = Paper
 D = Digital

		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title	Classification			
3000-13	Taxes	3610 - 3640			
Process/activity			Office of Primary Responsibility		
Taxes			Financial Services		
Description and use					
Records documenting the management of the College's taxes.					
Types of Documents					
Tax statements, sales tax (GST, QST) declarations or recoveries, excise tax remittances, records relating to the issuing of receipts for charitable donations (including registration numbers), property assessment statements, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	5	Destruction
02	S	P, D	1	0	Destruction
Retention Period Comments					
Legal References					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 4000-01	Title Vendor Files			Classification 4110	
Process/activity Vendors and Clients			Office of Primary Responsibility Plant and Facilities		
Description and use Records detailing the companies and individuals supplying and services to the College.					
Types of Documents Catalogues, leaflets, forms, lists, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	0	Destruction
02	S	P, D	1	0	Destruction
Retention Period Comments *Retain as long as client/vendor relationship is maintained.					
Legal References					

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		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 4000-02	Title Client Files	Classification 4120			
Process/activity Vendors and Clients			Office of Primary Responsibility Plant and Facilities		
Description and use Records detailing the clients of the College, including rental spaces.					
Types of Documents Lists, forms, informational materials, insurance certificates, room layouts.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	0	Destruction
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain as long as client/vendor relationship is maintained.					
Legal References					

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		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title			Classification	
4000-03	Planning and Needs Analyses			4210	
Process/activity			Office of Primary Responsibility		
Movable Property			Plant and Facilities		
Description and use					
Records documenting the planning and needs assessment of furniture, materials, and equipment for the College.					
Types of Documents					
Development plans, annual estimates, statistics, reports.					
General Comments					
Confidential <input type="checkbox"/> Essential <input type="checkbox"/>					
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	3	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain development plans.					
Legal References					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 4000-04	Title Acquisition and Disposition			Classification 4220	
Process/activity Movable Property			Office of Primary Responsibility Plant and Facilities		
Description and use Records documenting the acquisition, leasing, rental, sale, or disposition of the College's furniture, materials, and equipment.					
Types of Documents Invoices, contracts, specifications, tenders, return slips, delivery slips, and other related documents.					
General Comments Apply rule 1000-27 to contracts.					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	7	Destruction
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain until furniture, materials, or equipment is disposed of.					
Legal References					

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P = Paper
 D = Digital

		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 4000-05	Title Inventory	Classification 4230			
Process/activity Movable Property			Office of Primary Responsibility Plant and Facilities		
Description and use Records documenting the description, labelling, and location of the College's furniture, materials, and equipment.					
Types of Documents Inventories, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	999	3	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain annual inventory.					
Legal References					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 4000-07	Title Planning and Needs Analysis			Classification 4310	
Process/activity Real Property			Office of Primary Responsibility Plant and Facilities		
Description and use Records documenting the management of the College's land and buildings.					
Types of Documents Development plans, annual estimates, statistics, reports.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	7	Destruction
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain until end of contract or work completed.					
Legal References					

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		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title			Classification	
4000-08	Acquisition, Leasing, and Disposition			4320	
Process/activity			Office of Primary Responsibility		
Real Property			Plant and Facilities		
Description and use					
Records documenting the acquisition and disposition of the College's land and buildings.					
Types of Documents					
Property titles, offers to purchase, lease contracts, lease certificates, tenders, property evaluations, deeds of purchase and sale, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	10	Conservation
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain until end of contract or transfer of property Rejected tenders may be destroyed after three years.					
Legal References					
<i>Civil Code of Québec, LRQ, ch. C-1991 regarding rent arrears.</i>					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 4000-09	Title Inventory	Classification 4330			
Process/activity Real Property			Office of Primary Responsibility Plant and Facilities		
Description and use Records documenting the inventory of the College's land and buildings.					
Types of Documents Inventories, building plans, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input checked="" type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	999	3	Conservation
02	S	P, D	1	0	Destruction
Retention Period Comments					
Legal References					

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		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title			Classification	
4000-11	Renovations and Repairs			4350	
Process/activity			Office of Primary Responsibility		
Real Property			Plant and Facilities		
Description and use					
Records documenting the renovation and repair of the College's land and buildings.					
Types of Documents					
Maintenance contracts, inspections, maintenance and repair reports, calls for tenders, tenders, and other related documents.					
General Comments					
Apply rule 1000-27 to contracts.					
Confidential <input type="checkbox"/>			Essential <input checked="" type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	10	Triage**
02	S	P, D	1	0	Destruction
Retention Period Comments					
*Retain for duration of the contract, or until work is finished. Rejected bids can be destroyed three years after completion of the project.					
** Supporting documents such as preliminary versions, working notes, and transmittal documents may be destroyed.					
Legal References					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 4000-12	Title Parking	Classification 4360			
Process/activity Buildings and Properties			Office of Primary Responsibility Plant and Facilities		
Description and use Records documenting the management of the College’s parking lots, including operation, layout, and maintenance.					
Types of Documents Parking permits, receipts, tickets, daily reports, client lists, statistics, reports, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	5	Destruction
02	S	P, D	1	0	Destruction
Retention Period Comments					
Legal References					

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		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 4000-13	Title Electrical, Plumbing, Heating and Refrigeration, Ventilation and Air Conditioning	Classification 4410 - 4440			
Process/activity Mechanical Building Systems			Office of Primary Responsibility Plant and Facilities		
Description and use Records documenting the inspection, maintenance, and repair of the College's mechanical building systems.					
Types of Documents Maintenance contracts, inspection reports, specification, schedules, calls for tenders, tenders, and other related documents.					
General Comments Apply rule 1000-27 to contracts.					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	3	Destruction
02	S	P, D	1	0	Destruction
Retention Period Comments					
Legal References					

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		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title			Classification	
4000-14	Planning and Needs Analysis			4510	
Process/activity			Office of Primary Responsibility		
Environment			Plant and Facilities		
Description and use					
Records documenting environmental management studies and needs assessments, establishment of objectives, and priorities, to meet the College's needs.					
Types of Documents					
Action plans, annual forecasts, studies, reports, statistics, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	3	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain action plans, studies, and reports.					
Legal References					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 4000-15	Title Energy Conservation			Classification 4520	
Process/activity Environment			Office of Primary Responsibility Plant and Facilities		
Description and use Records documenting the College's energy conservation management.					
Types of Documents Studies, proposals, measures, action plans, reports, statistics, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	3	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain action plans, studies, and reports.					
Legal References					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title	Classification			
4000-16	Waste Management and Recycling	4530			
Process/activity			Office of Primary Responsibility		
Environment			Plant and Facilities		
Description and use					
Records documenting the College's waste management and recycling programs.					
Types of Documents					
Contracts, calls for tenders, tenders, studies, proposals, measures, action plans, reports, statistics, and other related documents.					
General Comments					
Apply rule 1000-27 to contracts					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	3	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain action plans, studies, and reports.					
Legal References					

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		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title			Classification	
4000-17	Planning and Needs Analysis			4610	
Process/activity			Office of Primary Responsibility		
Security, Emergency, and Safety Measures			Plant and Facilities		
Description and use					
Records documenting needs assessments and planning for protection of persons and property at the College.					
Types of Documents					
Studies, work plans, action plans, reports, statistics, information and awareness materials, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	3	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain action plans, studies, and reports.					
Legal References					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title	Classification			
4000-18	Emergency Measures Plan	4620			
Process/activity			Office of Primary Responsibility		
Security, Emergency, and Safety Measures			Plant and Facilities		
Description and use					
Records documenting actions taken due to infractions, crimes, thefts, vandalism, accidents, hazardous material spills, bomb alerts, alarm system activations, and other incidents on College property.					
Types of Documents					
Emergency measures plans, security system documents, alarm logs, instructions for employees, complaint logs, accident and incident logs, investigation records, complaint logs, reports, and other related documents.					
General Comments					
<div style="display: flex; justify-content: space-around;"> Confidential <input type="checkbox"/> Essential <input type="checkbox"/> </div>					
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	999	3	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain major revisions of the emergency measures plan.					
Legal References					

Legend: OPR = Office of Primary Responsibility P = Paper
 S = Secondary D = Digital
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 999 = Keep until replaced by new version

		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title	Classification			
4000-19	Management of Safety Equipment	4630			
Process/activity			Office of Primary Responsibility		
Security, Emergency, and Safety Measures			Plant and Facilities		
Description and use					
Records documenting the management of equipment used in prevention and security activities at the College.					
Types of Documents					
Equipment inspection reports, fire extinguisher and smoke and heat alarm verification tags, equipment inventories, alarm system records, first aid kit distribution kits, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	0	Destruction
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain for three years or as long as in effect.					
Legal References					

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		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title			Classification	
4000-20	Access and Security Management			4640	
Process/activity			Office of Primary Responsibility		
Security, Emergency, and Safety Measures			Plant and Facilities		
Description and use					
Records documenting the control of access to the College.					
Types of Documents					
Building access cards, passes, visitor logs, key requisitions, key registers, authorization to open or cut open locks, surveillance tapes, security reports, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	0	Destruction
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain for two years or as long as in effect.					
Legal References					

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		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title			Classification	
4000-21	Hazardous Material Management			4650	
Process/activity			Office of Primary Responsibility		
Security, Emergency, and Safety Measures			Plant and Facilities		
Description and use					
Records documenting the control hazardous materials at the College.					
Types of Documents					
Security procedures, product lists, documents relating to Workplace Hazardous Materials Information, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	3	Destruction
02	S	P, D	1	0	Destruction
Retention Period Comments					
Legal References					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 4000-23	Title Cafeteria, Vending Machines, Snack Bars and Cafes			Classification 4810 - 4830	
Process/activity Food services			Office of Primary Responsibility Plant and Facilities		
Description and use Documents relating to the institution's food services: cafeterias, snack bars, food counters, cafés, vending machines.					
Types of Documents Contracts, cafeteria management files, policies and protocols, menus, client surveys.					
General Comments Apply rule 1000-27 to contracts, and 1000-07 to policies.					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	3	Destruction
02	S	P, D	1	0	Destruction
Retention Period Comments					
Legal References					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title			Classification	
5000-01	Planning and Needs Analysis, Communications Plan and Strategies			5110, 5120	
Process/activity			Office of Primary Responsibility		
Communications and Public Relations Planning			Communications		
Description and use					
Records documenting the College's communications and public relations priorities, directions, and needs.					
Types of Documents					
Communication plans, studies, action plans, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	999	3	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain action and communication plans.					
Legal References					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 5000-02	Title High School Visits	Classification 5210			
Process/activity Promotion			Office of Primary Responsibility Academic Systems		
Description and use Records detailing High School visits effectuated by representatives of the College.					
Types of Documents High School Liaison Planner, visit schedules, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	3	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain the final High School Liaison Planner.					
Legal References					

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P = Paper
 D = Digital

		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title	Classification			
5000-03	Advertising and Promotional Activities	5220			
Process/activity			Office of Primary Responsibility		
Promotion			Communications		
Description and use					
Records detailing promotional activities and services including Student-for-a-Day events, promotional campaigns, and open house.					
Types of Documents					
Action plans, viewbook, programs, posters, forms, schedules, site plans, reports, statistics, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	3	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain the final activity report, programs, viewbooks.					
Legal References					

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 888 = Keep until close conditions met
 999 = Keep until replaced by new version

		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title	Classification			
5000-04	Ceremonies, Celebrations, and Special Events	5310			
Process/activity			Office of Primary Responsibility		
Official Ceremonies and Special Events			Communications		
Description and use					
Records documenting events organized by the College including: official openings, conferences, convocation, and colloquia.					
Types of Documents					
Invitations, programs, guest lists, leaflets, posters, documentation, texts or recordings of speeches, press clippings, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	3	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain programs, guest lists, posters, photographs, text and recordings of speeches and all other documents detailing major events organized by the College.					
Legal References					

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 D = Digital

		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 5000-05	Title Distinguished Guests Book			Classification 5320	
Process/activity Official Ceremonies and Special Events			Office of Primary Responsibility Communications		
Description and use Records documenting official ceremonies, celebrations, and other special events organized by the College.					
Types of Documents Distinguished Guest Book.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	999	0	Conservation
02	S	P, D	1	0	Destruction
Retention Period Comments					
Legal References					

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P = Paper
 D = Digital

		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title			Classification	
5000-06A	Invitations and Thanks			5330	
Process/activity			Office of Primary Responsibility		
Official Ceremonies and Special Events			Communications, Director General		
Description and use					
Records documenting acknowledgements, greetings, and condolences addressed to the College.					
Types of Documents					
Invitations, greetings, condolences, thank-you cards and letters.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	3	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain documents of significant value for the College.					
Legal References					

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P = Paper
 D = Digital

		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 5000-06B	Title Books and Periodicals			Classification 5410	
Process/activity Publications and Productions			Office of Primary Responsibility Communications		
Description and use Records detailing the books and periodicals produced and published by and for the College.					
Types of Documents Books, periodicals, brochures, posters, directories, agendas, newsletters, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	3	0	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain a copy of each publication.					
Legal References					

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 999 = Keep until replaced by new version

P = Paper
 D = Digital

		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title			Classification	
5000-07	Graphic and Audiovisual Productions			5420	
Process/activity			Office of Primary Responsibility		
Publications and Productions			Communications		
Description and use					
Records detailing the design and production of the College's graphic and audiovisual materials.					
Types of Documents					
Pamphlets, posters, brochures, audio and video recordings, production files, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	3	0	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain a copy of each production.					
Legal References					

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 999 = Keep until replaced by new version

		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 5000-08	Title Websites and Portals – Institutional Content			Classification 5510	
Process/activity Digital Publications			Office of Primary Responsibility Communications		
Description and use Records detailing the content, and updating of the content, for the College’s websites, and portals.					
Types of Documents Presentation pages, informational materials, major edits of content, audiovisual materials, image, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	3	Destruction**
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain until a major website revision. ** Snapshots of website being scraped by BANQ under licence. Should licence agreement be revoked, a yearly snapshot of the website should be retained.					
Legal References					

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		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title			Classification	
5000-09	Electronic Messages and Bulletin Boards			5520	
Process/activity			Office of Primary Responsibility		
Digital Publications			Communications		
Description and use					
Records detailing the use and development of tools for transmitting messages to the College's employees and clients.					
Types of Documents					
Newsletters, notes, messages, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	1	0	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain newsletters					
Legal References					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 5000-10	Title External Relations	Classification 5610			
Process/activity Public Relations			Office of Primary Responsibility Communications		
Description and use Records detailing relationships with parents, students, or public and private organizations.					
Types of Documents Correspondence, briefs, reports, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	0	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain records that significantly reflect the relationship maintained by the College and the external group (parents, students, organizations).					
Legal References					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 5000-11	Title Media Relations			Classification 5620	
Process/activity Public Relations			Office of Primary Responsibility Communications		
Description and use Records detailing media relations, and the preparation of press releases and conferences.					
Types of Documents Press releases, press conference text, logistical records, mailing list, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	3	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain press releases and press conference text.					
Legal References					

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 S = Secondary
 888 = Keep until close conditions met
 999 = Keep until replaced by new version

P = Paper
 D = Digital

		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 5000-12	Title Enquiries	Classification 5630			
Process/activity Public Relations			Office of Primary Responsibility Communications		
Description and use Records detailing requests for general information concerning the College's activities and services.					
Types of Documents Enquiries documents, copies of responses.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	1	0	Destruction
02	S	P, D	1	0	Destruction
Retention Period Comments					
Legal References					

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 D = Digital

		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 6000-01	Title Planning and Needs Analysis			Classification 6110	
Process/activity Information Technology			Office of Primary Responsibility Information Systems and Technology		
Description and use Records documenting the planning and analysis of the College's I.T. resources.					
Types of Documents Development plans, work plans technical studies, reports, statistics, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	3	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments Retain development plans, and final reports.					
Legal References					

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 D = Digital

		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title	Classification			
6000-02	Networks and Systems	6120			
Process/activity			Office of Primary Responsibility		
Information Technology			Information Systems and Technology		
Description and use					
Records detailing implementation, acquisition, and maintenance of the College's I.T. networks and systems.					
Types of Documents					
Licenses, inventories, technical specifications, tenders, maintenance and development records, user manuals, procedures, reports, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input checked="" type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	0	Triage**
02	S	P, D	1	0	Destruction
Retention Period Comments					
*Retain as long as the information is being used, and these records must be transferred to a new I.T. application.					
**Retain inventories, specifications, accepted tenders, last version of functional analysis and user manuals for software developed by the College.					
Legal References					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 6000-05	Title Telecommunications	Classification 6210			
Process/activity Telecommunications, Mail, and Messenger			Office of Primary Responsibility Plant and Facilities		
Description and use Records documenting the management of the College’s telecommunication systems (including voicemail and long distance calling).					
Types of Documents Contracts, calls for tenders, specifications, tenders, user guides, instructions, audit statements, service requests, and other related documents.					
General Comments Contract retentions governed by rule 1000-27.					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	0	Destruction
02	S	P, D	1	0	Destruction
Retention Period Comments *Retain until issue resolved.					
Legal References					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 6000-07	Title Email	Classification 6230			
Process/activity Telecommunications, Mail, and Messenger			Office of Primary Responsibility Information Systems and Technology		
Description and use Records documenting the management of the College's email service.					
Types of Documents Policies, procedures, instructions, user manuals, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	999	0	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments *Retain policies adopted by the College.					
Legal References					

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P = Paper
 D = Digital

		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title			Classification	
6000-08	Mail and Courier Services			6240	
Process/activity			Office of Primary Responsibility		
Telecommunications, Mail, and Messenger			Plant and Facilities		
Description and use					
Records documenting the management of the College's internal and external mail and courier services, including transport and delivery of packages.					
Types of Documents					
Delivery orders, postage, customs declarations, shipping requests, bills of lading, registration receipts, mailing lists, log books, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	0	Destruction
02	S	P, D	1	0	Destruction
Retention Period Comments					
Legal References					

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		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 6000-10	Title Micrographic and Digitization			Classification 6320, 6330	
Process/activity Reproduction and Digitization			Office of Primary Responsibility Information Systems and Technology / Unit Concerned		
Description and use Records documenting the micrographic reproduction and digitization of the College's documents.					
Types of Documents Procedures, designations of authorized personnel, reproduction certificates, destruction notification, documentation, reports, studies, lists of reproduced documents, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	0	Triage**
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain until project completed. ** Retain designations of authorized personnel, sworn declarations, records documenting reproduction and destruction of records.					
Legal References					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title	Classification			
6000-11	Planning and Needs Analysis	6410			
Process/activity			Office of Primary Responsibility		
Archives and Records Management			Corporate Affairs		
Description and use					
Records documenting the planning and analysis of the College's archives and records management needs.					
Types of Documents					
Needs assessments, action plans, reports, studies, statistics, and other related documents.					
General Comments					
<div style="display: flex; justify-content: space-around;"> Confidential <input type="checkbox"/> Essential <input type="checkbox"/> </div>					
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	3	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain action plan and needs assessment report.					
Legal References					

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DAWSON C O L L E G E		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 6000-12	Title Access to Information and Protection of Personal Information			Classification 6420	
Process/activity Archives and Records Management			Office of Primary Responsibility Corporate Affairs		
Description and use Records documenting requests for access to the College's public documents or personal information or relating to the management of personal files held by the institution.					
Types of Documents Access requests, receipt acknowledgements, replies, information requests, rectification or correction requests, requests pending, <i>Commission d'accès à l'information du Québec</i> decisions, request logs, declaration of nominative files, agreements between public bodies, access registers, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	3	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain <i>Commission d'accès à l'information du Québec</i> decisions.					
Legal References <i>An Act respecting access to documents held by public bodies and the Protection of personal information</i> , RSQ, ch. A-2.1 <i>Code of Penal Procedure</i> , RSQ, ch. C-25.1					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title	Classification			
6000-13	Management of Essential Documents	6430			
Process/activity			Office of Primary Responsibility		
Archives and Records Management			Corporate Affairs		
Description and use					
Records documenting the development and application of procedures for the management of essential records required for the return to normal operations following a disaster.					
Types of Documents					
Procedures, lists of essential records, safeguards and security measures, manuals, lists, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	999	3	Destruction
02	S	P, D	1	0	Destruction
Retention Period Comments					
Legal References					

Legend: OPR = Office of Primary Responsibility P = Paper
 S = Secondary D = Digital
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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 6000-14	Title Management Semi-Active and Inactive Records			Classification 6440	
Process/activity Archives and Records Management			Office of Primary Responsibility Corporate Affairs		
Description and use Records documenting the management of the College’s semi-active and inactive (archived) records.					
Types of Documents Repository locations, record transfer receipts, record return forms, file lists, vouchers, inventories, destruction notices and authorizations, declarations of destruction, lists of inactive records, destroyed records logs, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	0	Triage**
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain as long as records are kept in semi-active or inactive storage. Record return forms destroyed after one year. ** Retain vouchers, records that document destruction and destruction authorization.					
Legal References					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 6000-15	Title Preservation, Conservation, and Circulation			Classification 6450	
Process/activity Archives and Records Management			Office of Primary Responsibility Corporate Affairs		
Description and use Records documenting the management of preservation, conservation, and circulation of the permanent archives of the College.					
Types of Documents Policies, procedures and standards, inventories, search tools, reports on ambient conditions, technical studies, research guides, exhibition files, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	3	Triage**
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain as long as in repository, or until replaced by a new version. ** Retain search tools, research guides, or other related publications.					
Legal References					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title	Classification			
6000-16	Acquisition and Collection Development	6510			
Process/activity			Office of Primary Responsibility		
Library Management			Library		
Description and use					
Records documenting the College library's acquisition and collection development.					
Types of Documents					
Acquisition files, catalogues, supplier files, reports, development plans, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	2	Triage**
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain as required for management purposes.					
** Retain development plan and cumulative reports.					
Legal References					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title	Classification			
6000-17	Treatment and Preservation	6520			
Process/activity			Office of Primary Responsibility		
Library Management			Library		
Description and use					
Records documenting the treatment and preservation of the College's library.					
Types of Documents					
Standards and procedures, bookbinding and restoration requests, reports, statistics, treatment files, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	10**	Triage***
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain as long as useful, or until replaced by new versions.					
** Retain list of discarded documents for items purchased less than 10 years earlier.					
*** Retain standards and procedures, and cumulative reports.					
Legal References					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title	Classification			
7000-01	Conditions of Admission	7110			
Process/activity			Office of Primary Responsibility		
Admissions			Academic Systems		
Description and use					
Records documenting the development and amendment of the general and specific conditions for admission to the College's programs of study.					
Types of Documents					
Admission requirements, admissions, quota, admissions statistics, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	999	3	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain official versions of the College's admission requirements.					
Legal References					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title	Classification			
7000-02	Applications for Admission	7120			
Process/activity			Office of Primary Responsibility		
Admissions			Academic Systems		
Description and use					
Records detailing the processing of applications for admission to the College's programs of study.					
Types of Documents					
Lists of applicants, admission files (admission forms, transcripts, diplomas, proof of experience, birth certificates, citizenship cards, permanent resident cards, and letters of recommendation), responses to applicants, and other related documents.					
General Comments					
<div style="display: flex; justify-content: space-around;"> Confidential <input checked="" type="checkbox"/> Essential <input type="checkbox"/> </div>					
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	1	Destruction **
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain until admissions process complete and appeal period has passed. For admitted students, merge admissions file into the student file.					
** Destroy files of students who are not admitted after one year					
Legal References					

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		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title			Classification	
7000-04	Admission Reports and Statistics			7140	
Process/activity			Office of Primary Responsibility		
Admissions			Academic Systems		
Description and use					
Records documenting admissions application reports and statistics (either of the College or entire CEGEP system) produced or received by the institution.					
Types of Documents					
Reports, statistics, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	1	3	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain reports and statistics produced by the College.					
Legal References					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 7000-05	Title Management Tools			Classification 7210	
Process/activity Registration			Office of Primary Responsibility Academic Systems		
Description and use Records documenting the development and application of procedures, regulations, and management tools for registering admitted students into the College’s programs of study.					
Types of Documents Registration procedures, policies and regulations, forms, documentation sent to admitted students, timetable, and other related documents.					
General Comments Apply rule 1000-07 to policies.					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	999	3	Triage *
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain published timetables					
Legal References					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 7000-07	Title Registration Reports and Statistics			Classification 7230	
Process/activity Registration			Office of Primary Responsibility Academic Systems		
Description and use Records related to the reports and statistics of the College's registration/enrolment.					
Types of Documents Reports, statistics, and other related documents.					
General Comments Available through the student information system.					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	1	3	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain summary registration reports and statistics compiled by the College.					
Legal References					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 7000-08	Title Orientation Sessions			Classification 7310	
Process/activity Student Orientation			Office of Primary Responsibility Student Services		
Description and use Records documenting the organization of orientation sessions for new students.					
Types of Documents Forms, registration files, registration notices, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	1	3	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain activity reports and statistics.					
Legal References					

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		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title			Classification	
7000-09	Placement Tests / Admissions Pre-Testing			7320	
Process/activity			Office of Primary Responsibility		
Admissions			Academic Systems		
Description and use					
Records detailing placement tests administered to assess student knowledge prior to registration in certain courses.					
Types of Documents					
Questionnaires, forms, completed tests, and other related documents.					
General Comments					
Confidential <input checked="" type="checkbox"/> Essential <input type="checkbox"/>					
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	0	Triage**
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain until placement process complete, retain tests in student files where applicable.					
**Retain a copy of questionnaires or forms.					
Legal References					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 7000-10	Title Identification Cards			Classification 7330	
Process/activity Student Orientation			Office of Primary Responsibility Plant & Facilities		
Description and use Records documenting the issue, distribution, and replacement of student I.D. cards.					
Types of Documents Issuing procedures, student I.D. cards, and other related documents.					
General Comments					
Confidential <input checked="" type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	999	0	Destruction
02	S	P, D	1	0	Destruction
Retention Period Comments					
Legal References					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title			Classification	
7000-11	Enrolment Projection and Revision			7410	
Process/activity			Office of Primary Responsibility		
Student Enrolment			Academic Systems		
Description and use					
Records detailing student enrolment, projections, and revisions.					
Types of Documents					
Studies, reports, statistics, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	3	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain student enrolment projections approved by the Board of Governors.					
Legal References					

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DAWSON C O L L E G E		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 7000-12	Title Student Enrolment Report / Attendance Validation			Classification 7420	
Process/activity Student Enrolment			Office of Primary Responsibility Academic Systems		
Description and use Records documenting the mandatory confirmation of student course registrations sent to the Ministry for funding purposes.					
Types of Documents Attendance verification, forms, procedures, timelines, attendance sheets for attendance verification, transmission reports and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	5	Destruction
02	S	P, D	1	0	Destruction
Retention Period Comments					
Legal References					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title	Classification			
7000-13	Enrollment	7430			
Process/activity			Office of Primary Responsibility		
Student Enrolment			Academic Systems		
Description and use					
Records documenting the official enrollment in the regular day division programs and continuing education programs.					
Types of Documents					
Student lists, enrolment statistics, and other related documents.					
General Comments					
<div style="display: flex; justify-content: space-around;"> Confidential <input checked="" type="checkbox"/> Essential <input type="checkbox"/> </div>					
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	999	0	Triage *
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain annual or semester enrollment reports					
Legal References					

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 D = Digital

Legal References

Act to Establish a Legal Framework for Information Technology, CLRQ c 1-1

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 7000-15	Title Recognition of Acquired Competencies (RAC)		Classification 7520		
Process/activity Student progress		Office of Primary Responsibility Continuing Education			
Description and use Records related to the RAC process which allows an adult to obtain official recognition of their competencies. This recognition is established with regards to competencies related to a program of study. The RAC process allows for the identification of mastered competencies and to establish, if needed, the missing training to be acquired.					
Types of Documents Curriculum vitae, proof of prior academic learning, employment or work experience confirmations, proof of registration, supporting documents for academic analysis, equivalency request forms, assessment of validation and recommendations, competencies evaluation sheets, verdict sheets, missing training notation sheets, missing training plan, progression of candidate sheets or grids, descriptive sheets filled by the candidate (auto-evaluation booklets)					
General Comments					
Confidential <input type="checkbox"/>		Essential <input type="checkbox"/>			
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888**	7	Destruction
03	S	P, D	1	0	Destruction
Retention Period Comments ** Retain until end of RAC process.					
Legal References					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 7000-16	Title Management of Academic Progression			Classification 7610 - 7680	
Process/activity Student Academic Progression			Office of Primary Responsibility Academic Systems		
Description and use Records documenting the management of the student’s academic progression. Including: course selection, special situations, exemptions and equivalencies, recognition of prior learning, course changes, course withdrawals, program changes, deferred semester, institution changes, <i>commandites</i> , and withdrawal from the college.					
Types of Documents Forms, policies, procedures, lists of student data, and other related documents.					
General Comments Personal records of students are kept in the student’s file, rule 7000-15.					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	999	3	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments *Retain official version of the College’s policies, procedures, and manuals.					
Legal References					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 7000-17	Title Grade Results			Classification 7710	
Process/activity Academic Results and Certification of Studies			Office of Primary Responsibility Academic Systems		
Description and use Records documenting the transmission of grades by instructors to the unit responsible for issuing report cards and transcripts.					
Types of Documents Lists of grades (by course), grade submission forms, grade change forms, comprehensive examinations of programs, temporary incomplete contracts, and other related documents.					
General Comments For personal transcripts, see rule 7000-14					
Confidential <input checked="" type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	3	Destruction
02	S	P, D	1	0	Destruction
Retention Period Comments					
Legal References					

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DAWSON C O L L E G E		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 7000-18	Title Exam Retakes and Grade Reviews			Classification 7720	
Process/activity Academic Results and Certification of Studies			Office of Primary Responsibility Academic Dean, Unit Concerned		
Description and use Records documenting the management of examination retakes and grade reviews.					
Types of Documents Forms, retake applications, tracking records, grade review committee decisions, appeals, and other related documents.					
General Comments Documentation related to exam retakes and grade reviews maintained by units concerned.					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	2	Destruction
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain until the end of review process (including appeal period). File the final decision in the student's file.					
Legal References					

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		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title			Classification	
7000-19	Certification of Studies			7730	
Process/activity			Office of Primary Responsibility		
Academic Results and Certification of Studies			Academic Systems		
Description and use					
Records documenting the process leading to the recommendation that a diploma or attestation be awarded, including the audit of the records of students likely to obtain a DEC or AEC, and the eligible list adopted by the Board of Governors					
Types of Documents					
Validation reports, lists of potential graduates, graduate lists, unclaimed diplomas, and other related documents.					
General Comments					
Apply rule 1000-07 to policies.					
Confidential <input checked="" type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2*	0	Triage**
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Unclaimed diploma to be kept for 5 years after graduation year, after which they can be destroyed.					
** Retain regulations, policies, procedures, and most recent cumulative list of graduates.					
Legal References					

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		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 7000-20	Title Academic Follow-up Services for Students			Classification 7740	
Process/activity Academic Results and Certification of Studies			Office of Primary Responsibility Academic Systems		
Description and use Records documenting the dissemination of transcripts, and copies of requested documents.					
Types of Documents Requests, forms, mailing lists, statistics.					
General Comments					
Confidential <input checked="" type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	0	Destruction
02	S	P, D	1	0	Destruction
Retention Period Comments					
Legal References					

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		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title			Classification	
8000-01	Programs of Studies			8110	
Process/activity			Office of Primary Responsibility		
Program Management			Academic Dean, Unit Concerned		
Description and use					
Records documenting the management of the College's programs of study: objectives, standards, learning activities, and Ministry authorizations.					
Types of Documents					
Studies, programs descriptions, program guides, lists, records of amendments, lists of equivalent programs in other institutions, admissions, registration and withdrawal statistics, authorization requests, declaration files, implementation specifications.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input checked="" type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	2	Conservation
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain until program is abolished, or completely closed.					
Legal References					

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		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title			Classification	
8000-02	Program Development and Revision			8120	
Process/activity			Office of Primary Responsibility		
Program Management			Office of Academic Development		
Description and use					
Records documenting the development and revision of the College's programs of study.					
Types of Documents					
Action plans, analyses, authorizations, revisions, reports, statistics, course grids, preliminary studies, training evaluations, development plans, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	5	Triage**
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain until the program development or revision project is complete.					
** Retain files and course grids of authorized programs.					
Legal References					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 8000-03	Title Program Implementation			Classification 8130	
Process/activity Program Management			Office of Primary Responsibility Director General		
Description and use Records documenting the implementation of programs approved by the Ministry.					
Types of Documents Resolutions of the Board of Governors, implementation specifications, studies, statistics, reports, action plans, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	3	Triage**
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain until the program implementation project is complete. ** Retain the version of the implemented program adopted by the Board of Governors.					
Legal References					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 8000-04	Title Monitoring and Evaluation			Classification 8140	
Process/activity Program Management			Office of Primary Responsibility Academic Dean, Unit Concerned		
Description and use Records documenting the monitoring and evaluation of the College's programs of study in order to assess their relevance.					
Types of Documents Action plans, timelines, studies, evaluation policies, evaluation files, reports, statistics, evaluation plans, questionnaires, and other related documents.					
General Comments Documents related to monitoring and evaluation maintained by units concerned.					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	3	Triage**
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain until the evaluation is complete. ** Retain action plan, major changes, and final evaluation submitted to the Board of Governors.					
Legal References					

Legend: OPR = Office of Primary Responsibility
 S = Secondary
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P = Paper
 D = Digital

		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 8000-05	Title Abolition of Programs			Classification 8150	
Process/activity Program Management			Office of Primary Responsibility Director General		
Description and use Records documenting the termination and closing of the College's programs of study.					
Types of Documents Action plans, abolition requests, procedures, timelines, resolutions of the Board of Governors, termination records, reports, studies, statistics, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	3	Triage**
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain until the program closure project is complete. ** Retain the final or summary report of the closing process.					
Legal References					

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		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 8000-06	Title Work/Study (Co-op) Program			Classification 8160	
Process/activity Program Management			Office of Primary Responsibility Unit Concerned		
Description and use Records documenting work/study (Co-op/Alternance travail-études) option.					
Types of Documents Forms, contracts, agreements, guides, and other related documents.					
General Comments See rule 1000-29 for contracts.					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	6	Triage**
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain for the duration of the program, in the case of forms and guides, retain until replaced by new version. ** Retain the version of the implemented program adopted by the Board of Governors.					
Legal References					

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P = Paper
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		Retention Schedule			
Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35					
Rule # 8000-09	Title Course Grids and Prerequisites		Classification 8220		
Process/activity Course and Internship Management		Office of Primary Responsibility Academic Dean, Unit Concerned			
Description and use Records documenting course information (title, description, code, number of hours) and prerequisites.					
Types of Documents Course grids, lists, descriptions and other related documents.					
General Comments Documents related to course grids and prerequisites maintained by units concerned.					
Confidential <input type="checkbox"/>		Essential <input type="checkbox"/>			
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	999	2	Conservation
02	S	P, D	1	0	Destruction
Retention Period Comments					
Legal References					

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 D = Digital

		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title	Classification			
8000-10	Course Outlines and Frameworks	8230			
Process/activity			Office of Primary Responsibility		
Course and Internship Management			Academic Dean, Unit Concerned		
Description and use					
Records related to course outlines and frameworks.					
Types of Documents					
Supporting documents used to prepare course outlines (forms, directives, notes), course outlines, course frameworks, and other related documents.					
General Comments					
Documents related to course outlines and frameworks maintained by units concerned.					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	999	0	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments					
*Retain course outlines and frameworks.					
Legal References					

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P = Paper
 D = Digital

		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title	Classification			
8000-11	Internships/Stages/Clinicals	8240			
Process/activity			Office of Primary Responsibility		
Course and Internship Management			Academic Dean, Unit Concerned		
Description and use					
Records documenting organization of internships.					
Types of Documents					
Contracts, consent forms, criminal records check requests and results, policies, possible internship sites, accompanying documents, reports, lists, intern evaluation forms, and other related documents.					
General Comments					
Apply rule 1000-27 to contracts. See the 7000 series for the academic information. Documents related to internships/stages/clinicals maintained by units concerned.					
Confidential <input checked="" type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	2	Triage**
02	S	P, D	1	0	Destruction
Retention Period Comments					
*Retain documents until 6 months after the end of the student's studies. ** Retain statistics, signed consent forms, the list of companies and organizations offering internships, and internship files for programs offered exclusively by the institution.					
Legal References					

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		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 8000-12	Title Coursepacks and Didactic Material			Classification 8250	
Process/activity Course and Internship Management			Office of Primary Responsibility Unit Concerned		
Description and use Records documenting the selection, creation, and use of instructional materials. Documents used by instructors in the preparation of course packs.					
Types of Documents Textbooks, course notes, reading notes, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	999	0	Destruction
02	S	P, D	1	0	Destruction
Retention Period Comments					
Legal References					

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DAWSON C O L L E G E		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 8000-13	Title Non-Credit Courses – Administrative Files			Classification 8260	
Process/activity Course and Internship Management			Office of Primary Responsibility Center for Training and Development		
Description and use Records documenting non-credit educational services offered by the College: language courses, personal development courses, short-term training for private sector workers, non-credit training in partnership with Emploi Quebec, and other types of customized training.					
Types of Documents Agreements, contracts, textbooks, training materials, schedules, fee lists, and other related documents.					
General Comments Retention of contracts governed by rule 1000-29					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	3	Triage**
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain until the end of the course. ** Retain consolidated list of activities.					
Legal References					

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		Retention Schedule				
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35				
Rule #	Title	Classification				
8000-14	Non-Credit Courses – Student Information	8260				
Process/activity		Office of Primary Responsibility				
Course and Internship Management		Center for Training and Development				
Description and use						
Records documenting non-credit educational services offered by the College: language courses, short-term training for private sector workers, non-credit training in partnership with Emploi Quebec, and other types of customized training.						
Types of Documents						
Student information, registration forms, certificates, recognition of prior learning, and other related documents.						
General Comments						
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">Confidential <input checked="" type="checkbox"/></td> <td style="width: 50%; text-align: center;">Essential <input type="checkbox"/></td> </tr> </table>					Confidential <input checked="" type="checkbox"/>	Essential <input type="checkbox"/>
Confidential <input checked="" type="checkbox"/>	Essential <input type="checkbox"/>					
Retention Period						
Period	Copy	Format	Period of Use (in years)		Disposition	
			Active	Semi-active	Inactive	
01	OPR	P, D	888*	6	Triage**	
02	S	P, D	1	0	Destruction	
Retention Period Comments						
* Retain until the end of the course.						
** Retain certificates, attestations awarded.						
Legal References						

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 8000-15	Title Academic Calendar	Classification 8310			
Process/activity Academic Calendar and Schedule Management		Office of Primary Responsibility Academic Systems			
Description and use Records documenting the preparation, adoption, and presentation of the College’s academic calendar.					
Types of Documents Preparation records, academic calendars, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>		Essential <input type="checkbox"/>			
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	999	2	Destruction
02	S	P, D	1	0	Destruction
Retention Period Comments					
Legal References					

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		Retention Schedule			
Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35					
Rule # 8000-17	Title Class Lists	Classification 8330			
Process/activity Academic Calendar and Schedule Management		Office of Primary Responsibility Academic Systems			
Description and use Records documenting the preparation of class lists.					
Types of Documents Lists, reports, and other related documents.					
General Comments Available through the student information system.					
Confidential <input type="checkbox"/>		Essential <input type="checkbox"/>			
Retention Period					
Period	Copy	Format	Period of Use (in years)	Disposition	
			Active	Semi-active	Inactive
01	OPR	P, D	999	2	Destruction
Retention Period Comments					
Legal References					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 8000-18	Title Student Exchange Programs, International Cooperation, and International Language Stays			Classification 8410, 8420, 8430	
Process/activity Student Mobility			Office of Primary Responsibility Director General		
Description and use Records documenting the design, organization, and monitoring of student exchange programs, international cooperation, and language stays.					
Types of Documents Grant applications, guides, studies, reports, student lists, registration forms, statistics, memoranda of understanding, custody forms, and other related documents.					
General Comments					
Confidential <input checked="" type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	6	Triage**
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain until the end of the project. ** Retain reports and statistics, memorandums of understanding, and student lists.					
Legal References					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 8000-19	Title Pedagogical Support Measures			Classification 8510	
Process/activity Pedagogical Development			Office of Primary Responsibility Office of Academic Development		
Description and use Records documenting the design, development, and implementation of pedagogical projects, including various instructional methods and tools.					
Types of Documents Development plans, proposals, reports, lists, statistics, studies, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	3	Triage**
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain for duration of the measure or project. ** Retain approved proposals, reports, statistics, and supporting documents.					
Legal References					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 8000-20	Title Pedagogical Professional Development and Study Days			Classification 8520, 8530	
Process/activity Pedagogical Development			Office of Primary Responsibility Office of Academic Development		
Description and use Records documenting the planning of professional development and study days.					
Types of Documents Programs, forms, lists, proceedings, evaluations, statistics, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	1	Triage**
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain until end of activity. ** Retain programs and reports prepared by the College, and supporting documents.					
Legal References					

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		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title			Classification	
8000-22	Learning Support Services			8620	
Process/activity			Office of Primary Responsibility		
Learning Support Services			Student Services		
Description and use					
Records documenting the management of learning support services offered to enhance academic success: learning centres, peer-to-peer tutoring, academic success workshops, learning laboratories, self-study courses, adapted courses, and other related documents.					
Types of Documents					
Student success plans, projects, statistics, reports, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	2	Triage**
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain until the end of the service or project.					
** Retain programs and reports of the services offered, participation rates and outcomes.					
Legal References					

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		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title			Classification	
8000-23	Learning Supports Services – Tutor Files			8630	
Process/activity			Office of Primary Responsibility		
Learning Support Services			Student Services		
Description and use					
Records created by tutors of the College’s Academic Skills Centre, detailing the management of services provided.					
Types of Documents					
Professional development reports, time sheets, learner/tutor grids and matches, recruitment flyers (for tutors), screening tests, test results, registration forms, work profiles, and other related documents.					
General Comments					
Confidential <input checked="" type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	6	Destruction
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain for the duration of the tutor’s term with the learning centre.					
Legal References					

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		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title			Classification	
8000-24	Learning Supports Services – Student Files			8640	
Process/activity			Office of Primary Responsibility		
Learning Support Services			Student Services		
Description and use					
Records relating to students receiving learning support services.					
Types of Documents					
Registration forms, assessments, diagnoses, recommendations, learner/tutor grids and matches, attendance sheets, meeting reports, drills performed, support measures, medical certificates, release authorizations, consent forms, and other related documents.					
General Comments					
Confidential <input checked="" type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	3	Destruction
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain until the student file is closed.					
Legal References					

Legend: OPR = Office of Primary Responsibility P = Paper
 S = Secondary D = Digital
 888 = Keep until close conditions met
 999 = Keep until replaced by new version

DAWSON C O L L E G E		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 8000-25	Title Examinations and Assignments, Comprehensive Examinations			Classification 8710, 8720	
Process/activity Evaluation of Learning			Office of Primary Responsibility Units Concerned		
Description and use Documents relating to the management of the evaluation of learning and procedures for measuring the acquisition of knowledge.					
Types of Documents Comprehensive examinations, questionnaires, graded tests and examinations, grading criteria, reports, policies, statistics, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	2	Triage**
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain until the appeal period has expired, or as long as defined in ISEP on the evaluation of Student Achievement. **Retain reports, policies, graded tests and examinations, and grading criteria for the the 01 year of each decade (01, 11, 21, etc.).					
Legal References					

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		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title			Classification	
8000-26	Examinations and Assignments, Comprehensive Examinations – Student Completed Documents			8710, 8720	
Process/activity			Office of Primary Responsibility		
Evaluation of Learning			Units Concerned		
Description and use					
Records relating to examinations and assignments, comprehensive examinations completed by students.					
Types of Documents					
Comprehensive examinations, questionnaires, graded tests and examinations, grading criteria, and other related documents.					
General Comments					
Confidential <input checked="" type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	0	Triage**
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain until appeal period expires, or settlement of appeal.					
** Retain one student assignment in each department per year.					
Legal References					

Legend: OPR = Office of Primary Responsibility P = Paper
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		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title			Classification	
8000-27	Disciplinary Measures, Attendance			8740, 8750	
Process/activity			Office of Primary Responsibility		
Evaluation of Learning			Academic Dean, Student Services		
Description and use					
Records documenting disciplinary measures related to student behavior (includes absence and tardiness, falsification, fraud, plagiarism and cheating, complaints, rule violations).					
Types of Documents					
Regulations, procedures, violating reports, charges, inquiries, complaints, summonses, hearings, appeals, penalties or final decisions, and other related documents.					
General Comments					
Confidential <input checked="" type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	2	Triage **
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain until appeal period expires, appeal settled, or the complaint is retracted or rejected.					
** Retain final decisions					
Legal References					

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		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title			Classification	
8000-28	Research Projects			8810	
Process/activity			Office of Primary Responsibility		
Research and Experimentation			Office of Academic Development		
Description and use					
Records documenting research and experimentation projects submitted to the College.					
Types of Documents					
Proposals, forms, questionnaires, statistics, contracts, notes, funding applications, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	6	Triage**
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain until completion of project, unfinished projects to be destroyed after three years.					
** Retain completed projects, contracts, and final reports.					
Legal References					

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DAWSON C O L L E G E		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 9000-01	Title Social Activities			Classification 9110	
Process/activity Orientation and Integration			Office of Primary Responsibility Student Services		
Description and use Records documenting the organization of events, including the opening of the academic year, student orientation, and integration activities.					
Types of Documents Action plans, programs, logistical records, reports, statistics, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	0	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain final activity reports.					
Legal References					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title	Classification			
9000-02	Integration and Accessibility	9120			
Process/activity			Office of Primary Responsibility		
Orientation and Integration			Student Services		
Description and use					
Records relating to activities for promoting the academic integration of students and communities (international students, Indigenous students, students with physical challenges).					
Types of Documents					
Programs, reports, statistics, information on services offered, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	3	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain program and final reports.					
Legal References					

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			Retention Schedule		
Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35					
Rule # 9000-03	Title Housing Services				Classification 9130
Process/activity Orientation and Integration				Office of Primary Responsibility Student Services	
Description and use Records documenting the management of housing services offered by the College.					
Types of Documents Policies, housing database, client lists, reports, renter's right information, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	999	3	Destruction
02	S	P, D	1	0	Destruction
Retention Period Comments					
Legal References <i>Civil Code of Québec, LRO, ch. C-1991</i>					

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		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title			Classification	
9000-04	Loans and Bursaries (Government)			9210	
Process/activity			Office of Primary Responsibility		
Financial Assistance			Student Services		
Description and use					
Records documenting the management of government loans and bursaries.					
Types of Documents					
Undisbursed loans and bursaries, guides, award lists, financial assistance applications, lists of confirmations of acceptance, revisions, statistics, lists of rejected applications, waiver requests, and other related documents.					
General Comments					
Confidential <input checked="" type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	5	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain summary reports.					
Legal References					

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P = Paper
 D = Digital

		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title			Classification	
9000-05	Loans and Bursaries – Internal and External			9220, 9230	
Process/activity			Office of Primary Responsibility		
Financial Assistance			Student Services		
Description and use					
Records documenting the management and monitoring of loans and bursaries.					
Types of Documents					
Programs, documentation, list of winners, selection criteria, applications, selection committee records, statistics, and other related documents.					
General Comments					
Confidential <input checked="" type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	5	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain lists of winners, for internal awards retain reports and statistics, in addition to lists of winners.					
Legal References					

Legend: OPR = Office of Primary Responsibility
 S = Secondary
 888 = Keep until close conditions met
 999 = Keep until replaced by new version

P = Paper
 D = Digital

		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title	Classification			
9000-06	Emergency Financial Support	9240			
Process/activity			Office of Primary Responsibility		
Financial Assistance			Student Services		
Description and use					
Records documenting the management of the emergency financial support funds.					
Types of Documents					
Personal information, financial, social and family status, academic records, letters of recommendation, forms, repayment terms, requests for waivers, and other related documents.					
General Comments					
<div style="display: flex; justify-content: space-around;"> Confidential <input checked="" type="checkbox"/> Essential <input type="checkbox"/> </div>					
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	1	Destruction
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Unpaid emergency loans remain open until payment is received.					
Legal References					

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 888 = Keep until close conditions met
 999 = Keep until replaced by new version

P = Paper
 D = Digital

		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title			Classification	
9000-07	Academic and Career Counselling			9310	
Process/activity			Office of Primary Responsibility		
Academic and Career Counselling			Student Services, Academic Systems		
Description and use					
Records documenting academic and career counselling activities, services, and events offered to the College's students.					
Types of Documents					
Pamphlets, directories, admission requirements for various institutions, information, programs for events such as university days, reports, statistics, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	3	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain records documenting the College's directions, and cumulative reports.					
Legal References					
<i>Professional Code, RSQ, ch. C-26</i>					

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		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 9000-08	Title Activities, Events, and Services – Student Files			Classification 9310	
Process/activity Academic and Career Counselling			Office of Primary Responsibility Student Services		
Description and use Records containing personal information and related records on clients of the College academic advising and career counselling services.					
Types of Documents Personal client information, interview notes, evaluation notes, questionnaires and diagnostic tests, consent forms.					
General Comments					
Confidential <input checked="" type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	10	Destruction
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain until client relationship ends.					
Legal References					

Legend: OPR = Office of Primary Responsibility
 S = Secondary
 888 = Keep until close conditions met
 999 = Keep until replaced by new version

P = Paper
 D = Digital

		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title	Classification			
9000-09	Tools and Information	9320			
Process/activity			Office of Primary Responsibility		
Academic Skills and Career Counselling			Student Services		
Description and use					
Records documenting the development, application, and dissemination of orientation, academic and career counselling tools and information.					
Types of Documents					
Protocols, psychometric tests, forms, interview and evaluation notes, activity reports, consent forms, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	0	Triage**
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain records for 3 years, except tests and protocols. Tests and protocols should be retained until replaced by newer version.					
** Retain protocols and tests developed by the College and cumulative reports.					
Legal References					

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 S = Secondary
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 999 = Keep until replaced by new version

P = Paper
 D = Digital

		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title	Classification			
9000-10	Student Employment	9410			
Process/activity			Office of Primary Responsibility		
Student Employment and Placement Services			Student Services		
Description and use					
Records documenting the management of the College’s student employment and placement services, including the organization of events and job fairs.					
Types of Documents					
Job banks, programs of activities, reports, pamphlets, brochures, logistical records, and other related documents.					
General Comments					
<div style="display: flex; justify-content: space-around;"> Confidential <input type="checkbox"/> Essential <input type="checkbox"/> </div>					
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	0	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain programs activities, and reports.					
Legal References					

Legend: OPR = Office of Primary Responsibility P = Paper
 S = Secondary D = Digital
 888 = Keep until close conditions met
 999 = Keep until replaced by new version

		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title	Classification			
9000-11	Placement	9420			
Process/activity			Office of Primary Responsibility		
Student Employment and Placement Services			Student Services		
Description and use					
Records documenting the management of the College's student placement services and job creation.					
Types of Documents					
Resume bank, reports, statistics, forms, pamphlets, programs, and other related documents.					
General Comments					
Confidential <input checked="" type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	0	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain programs activities, and reports.					
Legal References					

Legend: OPR = Office of Primary Responsibility
 S = Secondary
 888 = Keep until close conditions met
 999 = Keep until replaced by new version

P = Paper
 D = Digital

		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title			Classification	
9000-12	Planning and Organization			9510	
Process/activity			Office of Primary Responsibility		
Sports and Socio-cultural Activities			Student Services		
Description and use					
Records documenting the management sports and cultural services offered by the College to clients (free and organized activities, leagues, training programs, exhibits, theatre productions, student radio, and other activities).					
Types of Documents					
Action plans, programs of activities, schedules, technical information, budgets, reports, and other related activities.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	3	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain programs and cumulative reports.					
Legal References					

Legend: OPR = Office of Primary Responsibility
 S = Secondary
 888 = Keep until close conditions met
 999 = Keep until replaced by new version

P = Paper
 D = Digital

		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title	Classification			
9000-13	Special Events	9520			
Process/activity			Office of Primary Responsibility		
Sports and Socio-cultural Activities			Student Services		
Description and use					
Records documenting the special events offered by the College to our clients and community (free and organized activities, leagues, training programs, exhibits, theatre productions, student radio, and other activities).					
Types of Documents					
Registration forms, lists of participants, programs of activities, pamphlets, brochures, summaries, photographs, and other related documents.					
General Comments					
<div style="display: flex; justify-content: space-around;"> Confidential <input type="checkbox"/> Essential <input type="checkbox"/> </div>					
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2	0	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain summaries, as well as programs and reports with historical interest.					
Legal References					

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 999 = Keep until replaced by new version

P = Paper
 D = Digital

		Retention Schedule			
		Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title			Classification	
9000-14	Health and Wellness Services			9610	
Process/activity			Office of Primary Responsibility		
Specialized Services			Student Services		
Description and use					
Records documenting the management of professional services to students (includes nurse, social worker, nutritionist, etc.)					
Types of Documents					
Medical information, specialized documentation, reports, protocols, forms, posters, pamphlets, brochures, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	999	0	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain cumulative reports.					
Legal References					

Legend: OPR = Office of Primary Responsibility
 S = Secondary
 888 = Keep until close conditions met
 999 = Keep until replaced by new version

P = Paper
 D = Digital

DAWSON C O L L E G E		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 9000-15	Title Health and Wellness, Psychology and Social Intervention - Client Files			Classification 9620, 9640	
Process/activity Specialized Services			Office of Primary Responsibility Student Services		
Description and use Records documenting the management of the client files of the College's specialized services.					
Types of Documents Specialized documentation, diagnoses, testing results, assessments, and other related documents.					
General Comments					
Confidential <input checked="" type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	888*	5	Destruction
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain until file is closed.					
Legal References <i>Medical Act, RSQ, ch. M-9</i> <i>Règlement sur les dossiers, les lieux d'exercice et la cessation d'exercice d'un médecin, LRQ, M-9, r.20</i>					

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 999 = Keep until replaced by new version

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		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule # 9000-16	Title Psychology and Social Intervention Services			Classification 9630	
Process/activity Specialized Services			Office of Primary Responsibility Student Services		
Description and use Records documenting the College’s psychology, social work, and special care counselling services.					
Types of Documents Specialized documentation, reports, protocols, forms, posters, pamphlets, brochures, and other related documents.					
General Comments					
Confidential <input type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	999	0	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments * Retain cumulative reports.					
Legal References					

Legend: OPR = Office of Primary Responsibility
 S = Secondary
 888 = Keep until close conditions met
 999 = Keep until replaced by new version

P = Paper
 D = Digital

		Retention Schedule Archives Act, RSQ, Ch. A-21.1, art. 8, 9, and 35			
Rule #	Title	Classification			
9000-17	Advisory Services	9640			
Process/activity			Office of Primary Responsibility		
Specialized Services			Student Services		
Description and use					
Records documenting the management and planning advisory services offered to students. This may be legal aid support, or assistance with disciplinary hearings.					
Types of Documents					
Pamphlets, brochures, outcome evaluations, statistics, reports, and other related documents.					
General Comments					
Confidential <input checked="" type="checkbox"/>			Essential <input type="checkbox"/>		
Retention Period					
Period	Copy	Format	Period of Use (in years)		Disposition
			Active	Semi-active	Inactive
01	OPR	P, D	2*	3	Triage*
02	S	P, D	1	0	Destruction
Retention Period Comments					
* Retain client information for two years after the client's last consultation.					
** Reports, and statistics.					
Legal References					

Legend: OPR = Office of Primary Responsibility
 S = Secondary
 888 = Keep until close conditions met
 999 = Keep until replaced by new version

P = Paper
 D = Digital

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Appendix 1

Amendment History

Modification of Rules approved and applicable as of 1 August, 2019

Rule 2000-05 Management (Employee Files)

Renamed retention period 01 to period 02 and changing format from “P, D” to “D”

Created a new retention period 01:

Copy: OPR; Format: P; Period of Use/Disposition: 888*-0-Destruction; Retention Period Comment:

*Records have been digitized and destroyed after thorough quality control checks.

Adding: Act to Establish a Legal Framework for Information Technology, CLRQ c 1-1 to Legal References.

Rule 2000-06 Teaching and Non-Teaching Staff (Employee Files)

Renamed retention period 01 to period 02 and changing format from “P, D” to “D”

Created a new retention period 01:

Copy: OPR; Format: P; Period of Use/Disposition: 888*-0-Destruction; Retention Period Comment:

*Records have been digitized and destroyed after thorough quality control checks.

Adding: Act to Establish a Legal Framework for Information Technology, CLRQ c 1-1 to Legal References.

Rule 2000-07 Occasional and Student Employees (Employee Files)

Renamed retention period 01 to period 02 and changing format from “P, D” to “D”

Created a new retention period 01:

Copy: OPR; Format: P; Period of Use/Disposition: 888*-0-Destruction; Retention Period Comment:

*Records have been digitized and destroyed after thorough quality control checks.

Adding: Act to Establish a Legal Framework for Information Technology, CLRQ c 1-1 to Legal References.

Rule 7000-14 Student Records - Documents

Renamed retention period 01 to period 02 and changing format from “P, D” to “D”

Created a new retention period 01:

Copy: OPR; Format: P; Period of Use/Disposition: 888*-0-Destruction; Retention Period Comment:

*Records have been digitized and destroyed after thorough quality control checks.

Adding: Act to Establish a Legal Framework for Information Technology, CLRQ c 1-1 to Legal References.

Modification of Rules approved and applicable as of 25 February, 2020

Rule 1000-05 Authority and Delegation of Authority

Modified Office of Primary Responsibility from Director General to Financial Services

Rule 6000-04 User Support

Modified Semi-active period of use for OPR Copy from 0 to 2.

Rule 7000-14 Student Records – Documents

Renamed retention period 01 to period 02 and changing format from “P, D” to “D”

Created a new retention period 01:

Copy: OPR; Format: P; Period of Use/Disposition: 888*-0-Destruction; Retention Period Comment:

*Records have been digitized and destroyed after thorough quality control checks.

Adding: Act to Establish a Legal Framework for Information Technology, CLRQ c 1-1 to Legal References.

Modified Retention Period Comment **: Added “Records of students not admitted to the College can be destroyed after one year”

Rule 7000-15 Academic Student Records – Progression

Renamed retention period 01 to period 02 and modified format from “P, D” to “D”, and semi-active from “0” to “55”, and inactive from “Destruction” to “Triage***”; Retention Period Comment: ***See rule 7000-14

Created a new retention period 01:

Copy: OPR; Format: P; Period of Use/Disposition: 888*-0-Destruction; Retention Period Comment:

*Records have been digitized and destroyed after thorough quality control checks.

Adding: Act to Establish a Legal Framework for Information Technology, CLRQ c 1-1 to Legal References.

Modification of Rules approved and applicable as of 29 November, 2021

Rule 1000-13 Board of Governors

Renamed retention period 01 to period 02 and changing format from “P, D” to “D”

Created a new retention period 01:

Copy: OPR; Format: P; Period of Use/Disposition: 888*-0-Destruction; Retention Period Comment:

*Digitized and destroyed after quality control checks.

Adding: Act to Establish a Legal Framework for Information Technology, CLRQ c 1-1 to Legal References.

Added General Comment: “For internal committees without final decision-making authority refer to rule 1000-17”

Rule 2000-06 Teaching and Non-Teaching Staff

Modified Retention Period Comment: “*Records have been digitized and destroyed after thorough quality control checks.” to “*Digitized and destroyed after quality control checks”

Modified Retention period 02 final disposition from “Triage***” to “Destruction” and removed Retention Period Comment “***Retain files of employees born in 01 of each decade (01, 11, 21...) as well as employees who have played a significant role in the College’s development.

Modification of Rules approved and applicable as of 9 December, 2022

Rule 0000-01 Information Support Transfer – Destruction of Source Documents

Adoption of Rule

Rule 1000-17 Internal Committees

Added General Comments: “Retention 01: For internal committees, with final decision-making authority or with institutional importance”, “Retention 02: For internal committees, without final decision-making authority nor institutional importance”, “For the Board of Directors see rule 1000-13”, “For the Senate, see rule 1000-15”, “For the Executive Committee, see rule 1000-16.”

Added Retention 02: 2-5-D

Rule 3000-10 Loans, Investments, and Guarantees

Added “credit certificates” to Types of Documents

Rule 5000-08 Websites and Portals – Institutional Content

Modified Disposition for Retention Period 01 from “Triage” to “Destruction”

Modified Retention Period Comment to “Snapshots of website being scraped by BANQ under licence. Should licence agreement be revoked, a yearly snapshot of the website should be retained.”

Rule 7000-14 Student Records

Modified title from “Student Records – Documents” to “Student Records”

Replaced Types of Documents: “Documents relating to the admission and legal status of the student. The complete list of documents is available in Appendix 1” by “Retention 01: Applications, birth certificates or equivalent documents, citizenship or permanent resident cards, IMM 1000 documents, documents establishing status in Canada (for international students), documents for accommodation, course exemptions or course equivalencies, most recent cumulative college transcripts, report cards, copies of diplomas in progress, copies of high school diplomas, high school transcripts, copies of previously earned diplomas, attestations and previous schooling grades, notice of departure, other documents mentioned in the ministry’s directives, personal information disclosure forms, registration forms, notice of registration change, course selection, schedules, sponsorships, grade review requests, course selection changes, course withdrawals, program transfers, term deferrals, institution transfer, medical certificates for physical education exemption, report card correction sheets, transcript requests, proof of vaccination documents, and other necessary documents.”, “Retention 02: Transcripts issued by the college.”

Removed Appendix 1 (See previous Retention Schedule versions)

Modified semi-active period of use for Retention period 01 to 10 years

Modified semi-active period of use for Retention period 02 from 55 years to 45 years.

Changed Disposition of retention period 02 from “Triage” to “Destruction”

Rule 7000-15 Academic Student Records (see previous version for old Rule 7000-15) replaced with new rule 7000-15 Recognition of Acquired Competencies

Rule 7000-19 Certification of Studies

Added “unclaimed diplomas” to Types of Documents

Added Retention period Comment “Unclaimed diploma to be kept for 5 years after graduation year, after which they can be destroyed.”