

Records Retention Schedule in Departmental Order 2019

Department	Record/File	Format	Area Where Record Held	Retention Schedule	Method of Disposal
Academic Dean's Office	Academic Appeals (Students)	paper	DL105	5 years	Disposal
Academic Dean's Office	Academic Academic Dean's Office's Annual Report	paper	DL105	3 years	Archive
Academic Dean's Office	Academic Academic Dean's Office's Office Report	paper	DL105	3 years	Archive
Academic Dean's Office	Academic Offense Records	paper	DL105	5 years	Archive
Academic Dean's Office	Academic Review Report	paper	DL105	3 years	Archive
Academic Dean's Office	Advertisements	paper	DL105	3 years	Archive
Academic Dean's Office	Affiliated Colleges' Agreements with Constituent University	online	DL105	5 years	Archive
Academic Dean's Office	Affiliated Colleges' Agreements with Fanshawe College	paper	DL015	5 years	Archive
Academic Dean's Office	Annual Report (Departments)	paper	DL105	5 years	Archive
Academic Dean's Office	Broughdale Hall	paper	DL105	1 year	Archive
Academic Dean's Office	Budget Committee	paper	DL105	3 years	Archive
Academic Dean's Office	Budget Requests - Department	paper	DL105	3 years	Archive
Academic Dean's Office	Budget Revision	paper	DL105	3 years	Archive
Academic Dean's Office	Centre for Catholic Jewish Studies	paper	DL015	5 years	Archive
Academic Dean's Office	Childhood and Family Relations Program (Childhood and Social Institutions)	paper	DL105	5 years	Archive
Academic Dean's Office	Class Limits	paper	DL105	1 year	Archive
Academic Dean's Office	College Council	paper	DL105	3 years	Dispose
Academic Dean's Office	College Policies	paper	DL105	5 years	Archive
Academic Dean's Office	Continuing Scholarships	paper	DL105	3 years	Archive
Academic Dean's Office	Contracts by Department	paper	DL105	1 year	Dispose
Academic Dean's Office	Convocation	paper	DL105	3 years	Archive
Academic Dean's Office	Coordinators of Programs	paper	DL105	5 years	Archive

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Academic Dean's Office	Course Offerings	paper	DL105	5 years	Archive
Academic Dean's Office	DAP - St. Peter's Seminary	paper	DL105	5 years	Archive
Academic Dean's Office	DAP by Department	paper	DL105	5 years	Archive
Academic Dean's Office	Academic Dean's Office's Honor Lists	paper	DL105	5 years	Archive
Academic Dean's Office	Academic Dean's Office's Honor Roll of Teaching Excellence	paper	DL105	5 years	Archive
Academic Dean's Office	Department Chairs	paper	DL105	5 years	Archive
Academic Dean's Office	Departmental Constitutions	paper	DL105	5 years	Archive
Academic Dean's Office	Departmental Structures and Operating Procedures	paper	DL105	5 years	Archive
Academic Dean's Office	Dongbei University of Finance & Economics (DUFE)	paper	DL105	5 years	Archive
Academic Dean's Office	Economics, Business, Math	paper	DL105	5 years	Archive
Academic Dean's Office	Economics, Business, Math - External Appraisal	paper	DL105	5 years	Archive
Academic Dean's Office	Educational Policy Committee (Faculty Council)	paper	DL105	5 years	Archive
Academic Dean's Office	Emeritus - Professor Emeritus/a title	paper	DL105	5 years	Archive
Academic Dean's Office	Ergonomic Assessments	paper	DL105	3 years	Archive
Academic Dean's Office	Examinations	paper	DL105	3 years	Dispose
Academic Dean's Office	Executive Committee (Faculty Council)	paper	DL105	5 years	Archive
Academic Dean's Office	External Appraiser's Policy for King's College	paper	DL105	5 years	Archive
Academic Dean's Office	Faculty Council	paper	DL105	5 years	Archive
Academic Dean's Office	Faculty Degrees	paper	DL105	5 years	Archive
Academic Dean's Office	Faculty Hiring Priorities	paper	DL105	5 years	Archive
Academic Dean's Office	Faculty Hiring Protocol	paper	DL105	5 years	Archive
Academic Dean's Office	Faculty Memoranda	paper	DL105	3 years	Archive

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Department	Record/File	Format	Area Where Record Held	Retention Schedule	Method of Disposal
Academic Dean's Office	Faculty of Arts	paper	DL105	3 years	Archive
Academic Dean's Office	Faculty of Education - Memo of Understanding	paper	DL105	5 years	Archive
Academic Dean's Office	Faculty of Graduate Studies	paper	DL105	5 years	Archive
Academic Dean's Office	Faculty of Social Science	paper	DL105	3 years	Archive
Academic Dean's Office	Faculty Office Assignments	paper	DL105	5 years	Archive
Academic Dean's Office	Faculty Orientation	paper	DL105	5 years	Archive
Academic Dean's Office	Faculty Publications	paper	DL105	5 years	Archive
Academic Dean's Office	Faculty Seminars	paper	DL105	5 years	Archive
Academic Dean's Office	Faculty Statistics	paper	DL105	5 years	Archive
Academic Dean's Office	Film Licenses	paper	DL105	5 years	Archive
Academic Dean's Office	Finance Department	paper	DL105	5 years	Archive
Academic Dean's Office	Harassment Advisor	paper	DL105	3 years	Archive
Academic Dean's Office	History Department	paper	DL105	5 years	Archive
Academic Dean's Office	History Department External Appraisal	paper	DL105	5 years	Archive
Academic Dean's Office	Institute of Catholic Education (ICE)	paper	DL105	5 years	Archive
Academic Dean's Office	InterCordia	paper	DL105	5 years	Archive
Academic Dean's Office	Interdisciplinary Program	paper	DL105	5 years	Archive
Academic Dean's Office	Library Committee	paper	DL105	5 years	Archive
Academic Dean's Office	Miscellaneous	paper	DL105	5 years	Archive
Academic Dean's Office	Modern Language Department External Appraiser's Report	paper	DL105	5 years	Archive
Academic Dean's Office	Modern Languages Department	paper	DL105	5 years	Archive
Academic Dean's Office	Moving Expenses	paper	DL105	3 years	Dispose

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Academic Dean's Office	Nominating Committee - Faculty Council	paper	DL105	5 years	Archive
Academic Dean's Office	Office of the Academic Academic Dean's Office	paper	DL105	5 years	Archive
Academic Dean's Office	Ombudsperson and Affiliated Agreement	paper	DL105	5 years	Archive
Academic Dean's Office	Orders - Stationary	paper	DL105	3 years	Archive
Academic Dean's Office	Phased-in Retirement Contracts	paper	DL105	5 years	Archive
Academic Dean's Office	Philosophy and Religious Studies Department	paper	DL105	5 years	Archive
Academic Dean's Office	Philosophy and Religious Studies Department External Appraisal	paper	DL105	5 years	Archive
Academic Dean's Office	PIPEDA (Personal Info Protection and Electronic Documents)	paper	DL105	3 years	Archive
Academic Dean's Office	Planning Committee	paper	DL105	5 years	Archive
Academic Dean's Office	Political Science Department	paper	DL105	5 years	Archive
Academic Dean's Office	Political Science Department External Appraisal	paper	DL105	5 years	Archive
Academic Dean's Office	Pregnancy/Parental Leave	paper	DL015	5 years	Archive
Academic Dean's Office	Pre-retirement Workload Reduction Appointment	paper	DL015	5 years	Archive
Academic Dean's Office	Probationers - Faculty	paper	DL015	7 years	Archive
Academic Dean's Office	Professors - Associates	paper	DL015	5 years	Archive
Academic Dean's Office	Promotion and Tenure Consultation with Department Chairs	paper	DL105	5 years	Archive
Academic Dean's Office	Promotion and Tenure Data re: Teaching Evaluations	paper	DL105	5 years	Archive
Academic Dean's Office	Promotion and Tenure Staffing Documents	paper	DL105	5 years	Archive
Academic Dean's Office	Psychology Dept.	paper	DL105	5 years	Archive
Academic Dean's Office	Psychology Dept. External Appraisal	paper	DL105	5 years	Archive
Academic Dean's Office	Quality Assurance at Canadian Universities	paper	DL105	5 years	Archive
Academic Dean's Office	Reception (Newcomers)	paper	DL105	1 year	Dispose

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Department	Record/File	Format	Area Where Record Held	Retention Schedule	Method of Disposal
Academic Dean's Office	Registrar's Office King's	paper	DL105	3 years	Archive
Academic Dean's Office	Research Ethics Review Committee	paper	DL105	5 years	Archive
Academic Dean's Office	Research Grants Committee	paper	DL105	5 years	Archive
Academic Dean's Office	Research Grants Correspondence	paper	DL105	5 years	Archive
Academic Dean's Office	Retirement Faculty Data	paper	DL105	5 years	Archive
Academic Dean's Office	Sabbatical Leave Applications	paper	DL105	5 years	Archive
Academic Dean's Office	Sabbatical Leave Reports	paper	DL105	5 years	Archive
Academic Dean's Office	Safe Campus Program	paper	DL105	5 years	Archive
Academic Dean's Office	Salary Agreements (Faculty and Staff)	online	DL105	4 years	Archive
Academic Dean's Office	Scholarship and Bursary Committee	paper	DL105	5 years	Archive
Academic Dean's Office	Scholarships - Exceptions	paper	DL105	5 years	Archive
Academic Dean's Office	Scholarships & Awards Letters	paper	DL105	5 years	Archive
Academic Dean's Office	Scholarships petitions (Denied)	paper	DL105	5 years	Archive
Academic Dean's Office	Scholarships/Awards List	paper	DL105	5 years	Archive
Academic Dean's Office	School of Social Work	paper	DL105	5 years	Archive
Academic Dean's Office	School of Social Work - Exchange Program Agreement	paper	DL105	5 years	Archive
Academic Dean's Office	School of Social Work Selection Committee - Procedures re Director	paper	DL105	5 years	Archive
Academic Dean's Office	Administrative Assistants' Office Structure	paper	DL105	5 years	Archive
Academic Dean's Office	SET Forms	paper	DL105	1 year	Dispose
Academic Dean's Office	SET Policy - Faculty Codes	paper	DL105	5 years	Archive
Academic Dean's Office	SET Results	online	DL 105	5 years	Archive
Academic Dean's Office	SHRCC Applicants and Reports Only	paper	DL105	5 years	Archive

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Academic Dean's Office	Social Work MSW	paper	DL105	5 years	Archive
Academic Dean's Office	Sociology Dept External Appraiser's Report	paper	DL105	5 years	Archive
Academic Dean's Office	Sociology Dept.	paper	DL105	5 years	Archive
Academic Dean's Office	SSHRCC Agreement	paper	DL105	5 years	Archive
Academic Dean's Office	Summer Courses	paper	DL105	3 years	Archive
Academic Dean's Office	Sylvester, David (Principal) - Correspondence	paper	DL105	5 years	Archive
Academic Dean's Office	Teaching Awards	paper	DL105	5 years	Archive
Academic Dean's Office	Teaching Dossier Policy	paper	DL105	5 years	Archive
Academic Dean's Office	Travel Presenters/Attendance	paper	DL105	5 years	Archive
Academic Dean's Office	Vacations	paper	DL105	1 year	Dispose
Academic Dean's Office	Weekly Report	paper	DL105	1 year	Dispose
Academic Dean's Office	Women's Studies	paper	DL105	5 years	Archive
Academic Dean's Office	Written Comments re SET - Professors on Probation	paper	DL105	7 years	Archive
Campus Ministry	Advertising	paper	W139	2 years	glean/keep
Campus Ministry	Campus Ministry	paper/electronic	W139	5 years	glean/keep
Campus Ministry	Christ the King University Parish	paper/electronic	W139	5 years	glean/keep
Campus Ministry	Correspondence (Diocese)	paper	W139	1 year	shred
Campus Ministry	Finance	paper/electronic	W139	5 years	glean/keep
Campus Ministry	Liturgy	paper/electronic	W139	5 years	keep
Campus Ministry	Marriage Forms	paper	W139	indefinitely	keep
Campus Ministry	Personnel	paper/electronic	W139	5 years	glean/keep
Campus Ministry	Refugee	paper	W139	indefinitely	keep
Campus Ministry	Religious Life Lecture Series	paper/multimedia	W139	5 years	keep
Campus Ministry	Religious Studies	paper/electronic	W139	5 years	glean/keep
Campus Ministry	Remarriage Program	paper	W139	1 year	glean/keep
Campus Ministry	Sacramental Forms	paper	W139	as needed	glean/keep
Campus Ministry	Sunday Bulletins	electronic	W139	indefinitely	keep

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Campus Ministry	Wedding Files	paper	W139	indefinitely	keep
Campus Ministry	Wedding Files (Celebrated)	paper	W139	indefinitely	keep
Communications	Design Ideas	Paper	In-Office Paper Files	indefinitely	keep
Communications	Projects edited	Paper	In-Office Paper Files	indefinitely	keep
Communications	Viewbook 2015	Paper	In-Office Paper Files	indefinitely	keep
Communications	Enrolment Services Materials	Paper	In-Office Paper Files	indefinitely	keep
Communications	External Publication Materials	Paper	In-Office Paper Files	indefinitely	keep
Communications	Western Publications	Paper	In-Office Paper Files	indefinitely	keep
Communications	Academic Materials - Brochures	Paper	In-Office Paper Files	indefinitely	keep
Communications	Alumni Materials	Paper	In-Office Paper Files	indefinitely	keep
Communications	King's Centre materials	Paper	In-Office Paper Files	indefinitely	keep
Communications	Campus Ministry Materials	Paper	In-Office Paper Files	indefinitely	keep
Communications	International Materials	Paper	In-Office Paper Files	indefinitely	keep
Communications	Student Services Material	Paper	In-Office Paper Files	indefinitely	keep
Communications	School of Social Work Materials	Paper	In-Office Paper Files	indefinitely	keep
Communications	Branding Material	Paper	In-Office Paper Files	indefinitely	keep
Communications	King's Thank-You Cards	Paper	In-Office Paper Files	indefinitely	keep
Communications	Newspaper clippings	Paper	In-Office Paper Files	indefinitely	keep
Communications	Principal Office Materials	Paper	In-Office Paper Files	indefinitely	keep
Communications	Faculty Expert Lists	Paper	In-Office Paper Files	indefinitely	keep
Communications	Faculty	Paper	In-Office Paper Files	indefinitely	keep
Communications	The Regis	Paper	In-Office Paper Files	indefinitely	keep
Communications	NSSE materials	Paper	In-Office Paper Files	indefinitely	keep
Communications	Conferences	Paper	In-Office Paper Files	indefinitely	keep
Communications	Events	Paper	In-Office Paper Files	indefinitely	keep
Communications	60 th Anniversary	Paper	In-Office Paper Files	indefinitely	keep
Communications	Convocation	Paper	In-Office Paper Files	indefinitely	keep
Communications	Media List	Paper	In-Office Paper Files	indefinitely	keep
Communications	Advertisements	Paper	In-Office Paper Files	indefinitely	keep
Communications	Experiential Learning Trips	Paper	In-Office Paper Files	indefinitely	keep
Communications	Chamber of Commerce	Paper	In-Office Paper Files	indefinitely	keep
Communications	Pre-'13 Library, Student Services, International, Social Work, Enrolment Services, Campus Ministry, Academic Materials	Paper	In-Office Paper Files	indefinitely	keep

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Communications	2013 Principal Reports	Paper	In-Office Paper Files	indefinitely	keep
Communications	Design Samples – Western, Brescia, Huron, University Magazine, Alumni Magazines, Community Report, Catholic Publications	Paper	In-Office Paper Files	indefinitely	keep
Communications	Student Life Campaign	Paper	In-Office Paper Files	indefinitely	keep
Communications	60 th Anniversary – branding materials	Electronic	Communications Electronic Drive	indefinitely	keep
Communications	Analytics – Facebook, Twitter, & Constant Contact	Electronic	Communications Electronic Drive	indefinitely	keep
Communications	Annual Report – Sprout Social stats, Social Media stats, Highlights & Reports 2013, 2014, 2015	Electronic	Communications Electronic Drive	indefinitely	keep
Communications	Branding, Crest, Fonts, Department Letterheads	Electronic	Communications Electronic Drive	indefinitely	keep
Communications	Brochures – Academic Programs and Services at King's	Electronic	Communications Electronic Drive	indefinitely	keep
Communications	Campus Ministry Veritas Series Materials	Electronic	Communications Electronic Drive	indefinitely	keep
Communications	Chaplains' Newsletter	Electronic	Communications Electronic Drive	indefinitely	keep
Communications	Chinese Convocation video – Huixuan Wu	Electronic	Communications Electronic Drive	indefinitely	keep
Communications	Communications WRD – Work Request Database	Electronic	Communications Electronic Drive	indefinitely	keep
Communications	Conferences	Electronic	Communications Electronic Drive	indefinitely	keep
Communications	Constant Contact materials – signatures, sent by department, notes	Electronic	Communications Electronic Drive	indefinitely	keep
Communications	Convocation – outdoor banners, degree frame info, postcard portables, itineraries, posters	Electronic	Communications Electronic Drive	indefinitely	keep
Communications	Crisis Management Plan	Electronic	Communications Electronic Drive	indefinitely	keep
Communications	Email Lists	Electronic	Communications Electronic Drive	indefinitely	keep
Communications	Events	Electronic	Communications Electronic Drive	indefinitely	keep
Communications	Faculty and Staff photos (headshots)	Electronic	Communications Electronic Drive	indefinitely	keep
Communications	New Faculty headshots & New faculty excel list	Electronic	Communications Electronic Drive	indefinitely	keep
Communications	Fonts	Electronic	Communications Electronic Drive	indefinitely	keep
Communications	Food Services, updated Thames Market photos	Electronic	Communications Electronic Drive	indefinitely	keep

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Department	Record/File	Format	Area Where Record Held	Retention Schedule	Method of Disposal
Communications	Jane's Managing Files	Electronic	Communications Electronic Drive	indefinitely	keep
Communications	Human Resources – invite lists for retirees & invitations	Electronic	Communications Electronic Drive	indefinitely	keep
Communications	King's Centre – crest, grand opening, photos (i.e., furniture installation, green roof, signage, states, theatre seats, The Write Place)	Electronic	Communications Electronic Drive	indefinitely	keep
Communications	King's International photos	Electronic	Communications Electronic Drive	indefinitely	keep
Communications	King's Profiles (website faculty profiles)	Electronic	Communications Electronic Drive	indefinitely	keep
Communications	KUCSC branding + advertising materials	Electronic	Communications Electronic Drive	indefinitely	keep
Communications	Branding photos for Library	Electronic	Communications Electronic Drive	indefinitely	keep
Communications	Maps of Campus	Electronic	Communications Electronic Drive	indefinitely	keep
Communications	Media – Media Releases (2012-2016), media contact lists, expert lists	Electronic	Communications Electronic Drive	indefinitely	keep
Communications	MyKing's announcements	Electronic	Communications Electronic Drive	indefinitely	keep
Communications	Photos Drive – events at and for King's (pre-2012, 2012-2016)	Electronic	Communications Electronic Drive	indefinitely	keep
Communications	Policies and Procedures (i.e., social media policy, photo releases, branding policies, etc.)	Electronic	Communications Electronic Drive	indefinitely	keep
Communications	Principal's Office materials (branding, announcements, business plan, compliments cards, events, etc.)	Electronic	Communications Electronic Drive	indefinitely	keep
Communications	Professional Development Notes	Electronic	Communications Electronic Drive	indefinitely	keep
Communications	Project Files – by Year, Department Letterheads, New website photos & updates, plaques, thank-you cards	Electronic	Communications Electronic Drive	indefinitely	keep
Communications	Publications – Viewbook, Residence Guides, Herald, SAO guides, Winter Academic Orientation, etc.	Electronic	Communications Electronic Drive	indefinitely	keep
Communications	Recent News articles from website	Electronic	Communications Electronic Drive	indefinitely	keep
Communications	Social Media materials – branding on platforms, contests, social media icons, posts, etc.	Electronic	Communications Electronic Drive	indefinitely	keep
Communications	Stories	Electronic	Communications Electronic Drive	indefinitely	keep
Communications	Student Profiles	Electronic	Communications Electronic Drive	indefinitely	keep

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Communications	Thing's at King's	Electronic	Communications Electronic Drive	indefinitely	keep
Communications	Varsity Athletes & Profiles	Electronic	Communications Electronic Drive	indefinitely	keep
Communications	VBB TV Messaging	Electronic	Communications Electronic Drive	indefinitely	keep
Communications	Videos	Electronic	Communications Electronic Drive	indefinitely	keep
Communications	Web Banners for slideshow on main webpage	Electronic		indefinitely	keep
Communications	Website materials	Electronic		indefinitely	keep
Communications	Website photos	Electronic	Communications Electronic Drive	indefinitely	keep
Communications	Work study Proposal Form	Electronic	Communications Electronic Drive	indefinitely	keep
Student Affairs	Code of Conduct Complaint and Hearing Files	paper	Student Affairs - Office of Dean of Students	1 year after graduation or leaving King's	dispose
Student Affairs	Counselling Files	paper	Student Affairs - Office of Dean of Students/Archives	min 10 years/as required by legislation	archive
Student Affairs	Decision (against a student)	paper	Student Affairs - Office of Dean of Students	indefinitely	archive
Student Affairs	Disability Accommodations Database	electronic	Student Affairs - Accessibility, Counselling and Student Development, UWO	indefinitely	archive
Student Affairs	Disability Record Files	paper	Student Affairs - Office of Dean of Students/Archives	min 10 years/as required by legislation	archive
Student Affairs	International Travel and Excursions Risk Forms and documents	paper	Student Affairs - King's International	1 year	dispose
Student Affairs	Photo Files		Student Affairs - Office of Dean of Students	10 years	delete
Student Affairs	Residence Rules Appeals	paper	Student Affairs - Office of Dean of Students	2 years after final term in residence	dispose
Student Affairs	Residence Student Database	electronic	Student Affairs - Office of Dean of Students	10 years	delete
Student Affairs	Residence Student Files		Student Affairs - Office of Dean of Students	1 year after last term in residence	dispose
Student Affairs	Residence Student Staff Files		Student Affairs - Office of Dean of Students	1 year after last term on staff	dispose
Enrolment Services as of September 2017	Academica	electronic	Enrolment Services	keep	archive
Enrolment Services	Budget	electronic	Enrolment Services	keep	archive
Enrolment Services	Catholic Partners	electronic	Enrolment Services	keep	archive
Enrolment Services	Colleges	electronic	Enrolment Services	keep	archive

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Enrolment Services	Committees	electronic	Enrolment Services	keep	archive
Enrolment Services	Communications	electronic	Enrolment Services	keep	archive
Enrolment Services	Conferences	electronic	Enrolment Services	keep	archive
Enrolment Services	Convocation	electronic	Enrolment Services	keep	archive
Enrolment Services	Enrolment Services	electronic	Enrolment Services	keep	archive
Enrolment Services	Human Resources	electronic	Enrolment Services	keep	archive
Enrolment Services	International - Africa	electronic	Enrolment Services	keep	archive
Enrolment Services	International - Argentina	electronic	Enrolment Services	keep	archive
Enrolment Services	International - Australia	electronic	Enrolment Services	keep	archive
Enrolment Services	International - Austria	electronic	Enrolment Services	keep	archive
Enrolment Services	International - Bahamas	electronic	Enrolment Services	keep	archive
Enrolment Services	International - Bermuda	electronic	Enrolment Services	keep	archive
Enrolment Services	International - Brazil	electronic	Enrolment Services	keep	archive
Enrolment Services	International - Bridging Program	electronic	Enrolment Services	keep	archive
Enrolment Services	International - Chile	electronic	Enrolment Services	keep	archive
Enrolment Services	International - China	electronic	Enrolment Services	keep	archive
Enrolment Services	International - Costa Rica	electronic	Enrolment Services	keep	archive
Enrolment Services	International - Designated Learning Institution Compliance Reporting	electronic	Enrolment Services	keep	archive
Enrolment Services	International - Emerging Leaders in the Americas Program (ELAP)	electronic	Enrolment Services	keep	archive
Enrolment Services	International - Exchange	electronic	Enrolment Services	keep	archive
Enrolment Services	International - International Language Academy of Canada (ILAC)	electronic	Enrolment Services	keep	archive
Enrolment Services	International - KEY	electronic	Enrolment Services	keep	archive
Enrolment Services	International - Kuwait	electronic	Enrolment Services	keep	archive
Enrolment Services	International - Nepal	electronic	Enrolment Services	keep	archive
Enrolment Services	International - Safeway Immigration	electronic	Enrolment Services	keep	archive
Enrolment Services	International - Saudi Arabia	electronic	Enrolment Services	keep	archive
Enrolment Services	International - Secondary Schools	electronic	Enrolment Services	keep	archive
Enrolment Services	International - Switzerland	electronic	Enrolment Services	keep	archive
Enrolment Services	International - Taiwan	electronic	Enrolment Services	keep	archive
Enrolment Services	International - Trinidad	electronic	Enrolment Services	keep	archive
Enrolment Services	International - Turkey	electronic	Enrolment Services	keep	archive
Enrolment Services	International Agent - Western Town College	electronic	Enrolment Services	keep	archive

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Department	Record/File	Format	Area Where Record Held	Retention Schedule	Method of Disposal
Enrolment Services	International Agents - Bahamas	electronic	Enrolment Services	keep	archive
Enrolment Services	International Agents - Bangladesh	electronic	Enrolment Services	keep	archive
Enrolment Services	International Agents - Brazil	electronic	Enrolment Services	keep	archive
Enrolment Services	International Agents - Canada based	electronic	Enrolment Services	keep	archive
Enrolment Services	International Agents - China	electronic	Enrolment Services	keep	archive
Enrolment Services	International Agents - Ghana	electronic	Enrolment Services	keep	archive
Enrolment Services	International Agents - Hong Kong	electronic	Enrolment Services	keep	archive
Enrolment Services	International Agents - India	electronic	Enrolment Services	keep	archive
Enrolment Services	International Agents - Jamaica	electronic	Enrolment Services	keep	archive
Enrolment Services	International Agents - Kenya	electronic	Enrolment Services	keep	archive
Enrolment Services	International Agents - Korea	electronic	Enrolment Services	keep	archive
Enrolment Services	International Agents - Lily Wang	electronic	Enrolment Services	keep	archive
Enrolment Services	International Agents - London Language Institute	electronic	Enrolment Services	keep	archive
Enrolment Services	International Agents - Pakistan	electronic	Enrolment Services	keep	archive
Enrolment Services	International Agents - Saudi Arabia	electronic	Enrolment Services	keep	archive
Enrolment Services	International Agents - Turkey	electronic	Enrolment Services	keep	archive
Enrolment Services	International Agents - Ukraine	electronic	Enrolment Services	keep	archive
Enrolment Services	International Agents - United Arab Emirates	electronic	Enrolment Services	keep	archive
Enrolment Services	International Agents - United Kingdom	electronic	Enrolment Services	keep	archive
Enrolment Services	International Agents - Vietnam	electronic	Enrolment Services	keep	archive
Enrolment Services	International Institute of Academic Development (IIAD)	electronic	Enrolment Services	keep	archive
Enrolment Services	KELI	electronic	Enrolment Services	keep	archive
Enrolment Services	King's Award for Excellence in Teaching	electronic	Enrolment Services	keep	archive
Enrolment Services	Liaison - University Fair (OUF)	electronic	Enrolment Services	keep	archive
Enrolment Services	Non Catholic Partners	electronic	Enrolment Services	keep	archive
Enrolment Services	OUAC	electronic	Enrolment Services	keep	archive
Enrolment Services	OURA	electronic	Enrolment Services	keep	archive
Enrolment Services	Privacy	electronic	Enrolment Services	keep	archive
Enrolment Services	Retention - Math	electronic	Enrolment Services	keep	archive
Enrolment Services	St. Peter's Seminary	electronic	Enrolment Services	keep	archive
Enrolment Services	Statistics	electronic	Enrolment Services	keep	archive
Enrolment Services	Tuition Exchange	electronic	Enrolment Services	keep	archive
Enrolment Services	University Partners	electronic	Enrolment Services	keep	archive

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Department	Record/File	Format	Area Where Record Held	Retention Schedule	Method of Disposal
Enrolment Services	Western English Language Centre (WELC)	electronic	Enrolment Services	keep	archive
Enrolment Services - Prior to Sept 2017	Academic Programs	electronic/paper	archives	keep	keep
Enrolment Services	Academica Group	electronic/paper	archives	keep	keep
Enrolment Services	Adjudication	electronic/paper	archives	1 year	dispose
Enrolment Services	Administration Team	paper	archives	1 year	dispose
Enrolment Services	Admissions and Enrolment Committee	paper	archives	keep	glean/keep
Enrolment Services	Admissions and Enrolment Committee Cases	paper	archives	keep	keep
Enrolment Services	Admissions and Enrolment Reports	paper	archives	keep	keep
Enrolment Services	Applicant Correspondence	paper	archives	1 year	shred
Enrolment Services	Applicant Files	paper/electronic	archives	1 year	erase, shred
Enrolment Services	Branding Committee	paper	archives	keep	keep
Enrolment Services	Budget	paper	archives	keep	keep
Enrolment Services	C.A.A.T.s (Colleges of Applied Arts and Technology)	paper	archives	keep	keep
Enrolment Services	Catholic Colleges at Western	paper	archives	keep	keep
Enrolment Services	Catholic Educational Organizations	paper	archives	keep	keep
Enrolment Services	Catholic Studies for Teachers	paper	archives	keep	keep
Enrolment Services	Centre for Catholic-Jewish-Muslim Learning	paper	archives	1 year	shred
Enrolment Services	Certificate Program in Grief & Bereavement Studies	paper	archives	keep	keep
Enrolment Services	Chair Elections	paper	archives	3 years	shred
Enrolment Services	College and University Calendars	paper	archives	1 year	dispose
Enrolment Services	College Council	paper	archives	2 years	dispose
Enrolment Services	College Committees	paper	archives	keep	keep
Enrolment Services	Conferences	paper	archives	3 years	shred
Enrolment Services	Convocation	paper	archives	2 years	glean/keep
Enrolment Services	CSI (Childhood and Social Institutions)	paper	archives	2 years	glean/keep
Enrolment Services	Culture Works	paper	archives	keep	keep
Enrolment Services	Dialogue	paper	archives	2 years	dispose
Enrolment Services	Educational Directories/Handbooks	paper	archives	1 year	dispose
Enrolment Services	Enrolment Services	electronic/paper	archives	1 year	keep
Enrolment Services	Examination Papers Written by Students	paper	archives	12 months from last exam, or class	shred
Enrolment Services	Examinations	paper	archives	1 year	shred

Records Retention Schedule in Departmental Order 2019

Department	Record/File	Format	Area Where Record Held	Retention Schedule	Method of Disposal
Enrolment Services	Exchange Students	paper	archives	keep	keep
Enrolment Services	FIPPA	paper	archives	keep	keep
Enrolment Services	Functions	paper	archives	forever	glean/keep
Enrolment Services	General Correspondence	paper	archives	2 years	dispose
Enrolment Services	Grade Submission Forms	paper	archives	keep	keep
Enrolment Services	Grade Submission System	paper	archives	keep	keep
Enrolment Services	High School Ministry Listings	paper/electronic	archives	forever	update/keep
Enrolment Services	International Partnerships/Agreements	paper/electronic	archives	forever	keep
Enrolment Services	International Recruitment	paper	archives	keep	keep
Enrolment Services	International Study Award	paper	archives	keep	keep
Enrolment Services	King's College Award for Excellence in Teaching	paper	archives	keep	keep
Enrolment Services	King's College Award for Excellence in Teaching Dossiers	paper	archives	keep	keep
Enrolment Services	Liaison - Applicant Telephone Campaign	paper	archives	keep	keep
Enrolment Services	Liaison - Ontario University Fair	paper	archives	keep	keep
Enrolment Services	Liaison Correspondence	paper	archives	1 year	shred
Enrolment Services	Liaison Reports	paper	archives	keep	glean/keep
Enrolment Services	Maclean's Magazine	paper	archives	forever	keep
Enrolment Services	MTCU Report Listings	paper	archives	keep	keep
Enrolment Services	MTCU Reports	paper	archives	keep	keep
Enrolment Services	MTCU/Cross Billing	paper	archives	keep	glean/keep
Enrolment Services	National Survey of Student Engagement	paper	archives	keep	keep
Enrolment Services	Ontario Catholic School Trustees' Association	paper	archives	keep	keep
Enrolment Services	Ontario School Counsellors' Association	paper	archives	3 years	shred
Enrolment Services	Ontario Universities' Council on Admission	paper	archives	3 years	shred
Enrolment Services	Ontario University Registrar's Association (OURA)	paper	archives	1 year	dispose
Enrolment Services	Personnel	paper	archives	1 year after termination of employment	shred
Enrolment Services	Planning Committee	paper	archives	3 years	dispose
Enrolment Services	Program Counselling/Intent to Register	paper	archives	3 years	dispose
Enrolment Services	Publications - Catholic Register	paper	archives	keep	keep
Enrolment Services	Publications - College View	paper	archives	3 years	shred
Enrolment Services	Publications - General Correspondence	paper	archives	keep	keep
Enrolment Services	Publications - King's/UWO	paper	archives	keep	archive

Records Retention Schedule in Departmental Order 2019

Department	Record/File	Format	Area Where Record Held	Retention Schedule	Method of Disposal
Enrolment Services	ACE/Registrar	paper	archives	keep	glean/keep
Enrolment Services	Registration	paper	archives	keep	glean/keep
Enrolment Services	Scholarship and Bursary Committee	paper	archives	1 year	dispose
Enrolment Services	Scholarship Applications	paper	archives	keep	keep
Enrolment Services	Scholarship Recipients	paper	archives	keep	glean/keep
Enrolment Services	School Boards	paper	archives	keep	keep
Enrolment Services	Seminary Correspondence	paper	archives	keep	glean/keep
Enrolment Services	Service Contracts	paper	archives	3 years	dispose
Enrolment Services	Slide Library	slides	archives	keep	keep
Enrolment Services	Statistics	paper	archives	keep	glean/keep
Enrolment Services	Summer Academic Orientation	paper	archives	keep	keep
Enrolment Services	Summer Sessions	paper	archives	5 years	dispose
Enrolment Services	Timetable	paper	archives	keep	glean/keep
Enrolment Services	Western Region Ontario Guidance Association	paper	archives	keep	keep
Enrolment Services	WISE Program	paper	archives	3 years	shred
Enrolment Services	Work Study	paper	archives	1 year	dispose
Finance	Bank Statements	paper	current W132, past W323	7 years	dispose
Finance	Cash receipts	paper	current W134, past W321	7 years	dispose
Finance	Correspondence & Miscellaneous	paper	current W132-W140, past W323	up to 7 years	dispose
Finance	COU Report	paper	W140	5 years	glean/archives
Finance	Financial Statements	paper	W140, archives	forever	archive
Finance	General Ledger	paper	3 years W140, past W323, archives	forever	archive
Finance	Invoices	paper	current 2 years W138, past 5 W323	7 years	dispose
Finance	Journals	paper	current W134, W136, W138, past W223, W323	7 years	shred
Finance	Minutes - Boards & Committees, Agendas & Attachments	paper	W137	forever	archives
Finance	Minutes - Budget Committee, Agendas & Attachments	paper	W140, W323	forever	keep
Finance	Minutes - College Council	paper	current W140, past W323	3 years	dispose
Finance	Minutes - Pension Committee, Agendas & Attachments	paper	W140, W323	forever	keep
Finance	Minutes & Agendas - Member Only	paper	W132 - W140	1 to 7 years	dispose
Finance	Operating Budgets	paper	W140	forever	keep/archives

Records Retention Schedule in Departmental Order 2019

Department	Record/File	Format	Area Where Record Held	Retention Schedule	Method of Disposal
Finance	Payroll Files - Current	paper	W136	ongoing	keep until employee is terminated
Finance	Payroll Files - Terminated	paper	W223, W321	7 years	shred
Finance	Payroll Registers	paper	current W133, past W223	7 years	shred
Finance	Purchase Orders	paper	2 years W138, past W323	3 years	dispose
Finance	Stats Can Financial Reports	paper	W140	5 years	dispose
Finance	Student Files	paper	current W134, past W321	7 years	shred
Finance	Timesheets	paper	current W136, past W223	3 years	shred
Alumni and Development	Alumni Affairs (RSVP, Volunteer, Sponsor, Student lists etc.)	paper/electronic	Foundation/Alumni Office	keep electronic	shred paper periodically
Alumni and Development	Annual Fund Calling Cards	paper/electronic	W134/W164	as recommended by Canada Revenue	shred paper copies
Alumni and Development	Donor Files	paper/electronic	Foundation/Alumni Office	cull periodically	shred
Alumni and Development	Foundation Deposits	paper	Foundation/Alumni Office/W165	7 years	shred
Alumni and Development	Resumes/Performance Reviews/Timesheets	paper	W136/W134	1-4 years	shred
Alumni and Development	Tax Receipts	paper	Foundation/Alumni Office, W165	7 years	shred
Alumni and Development	The Raiser's Edge	electronic	Foundation/Alumni Office	keep	keep
Human Resources	Bill 168	paper	current W137, past M3-G	as space permits	dispose
Human Resources	Conditions of Appointment	paper	current W137	10 years	glean/keep
Human Resources	Contracts - Administration	paper	current W137	as space permits	glean/dispose
Human Resources	Contracts - Full-Time (all Departments)	paper	current W137, past M3-G	as space permits	glean/dispose
Human Resources	Contracts - Overloads	paper	current W137, past M3-G	as space permits	glean/dispose
Human Resources	Contracts - Part-Time (all Departments)	paper	current W137, past M3-G	as space permits	glean/dispose
Human Resources	Employee Assistance Program	paper	current W137	5 years	dispose
Human Resources	Employee Issues	paper	current W137	5 years	glean/keep
Human Resources	Employee Recognition	paper	current W137	5 years	glean/keep
Human Resources	Grievance Procedures	paper	current W137	5 years	dispose
Human Resources	Harassment and Discrimination	paper	current W137, past M3-G	5 years	dispose
Human Resources	Health and Safety Committee	paper	current W137, past M3-G	as space permits	dispose
Human Resources	Holiday Schedule	paper	current W137	5 years	dispose
Human Resources	Orientation Faculty	paper	current W137	keep	archive
Human Resources	PAOA Conditions of Employment	paper	current W137	as space permits	keep

Records Retention Schedule in Departmental Order 2019

Department	Record/File	Format	Area Where Record Held	Retention Schedule	Method of Disposal
Human Resources	PAOA/Staff Personnel Records - Current	paper	W137	current	keep
Human Resources	PAOA/Staff Personnel Records - Past	paper	M5	past employees	keep
Human Resources	Personnel - Advertisements	paper	current W137	since 2007	keep
Human Resources	Personnel - Accident Reports	paper	current W137	since 2007	keep
Human Resources	Personnel - Applications	paper	current W137	2 years	dispose
Human Resources	Personnel - Contract Positions	paper	current W137	as space permits	keep
Human Resources	Personnel - Deferred Leave Plan	paper	current W137	as space permits	keep
Human Resources	Personnel - Employee Recognition	paper	current W137	as space permits	keep
Human Resources	Personnel - Employment Equity	paper	current W137	as space permits	keep
Human Resources	Personnel - Forms	paper	current W137	as space permits	keep
Human Resources	Personnel - Orientation	paper	current W137	as space permits	keep
Human Resources	Personnel - PAOA Grading Committee	paper	current W137	as space permits	keep
Human Resources	Personnel - PAOA Grid	paper	current W137	as space permits	keep
Human Resources	Personnel - PAOA Job Descriptions	paper	current W137	as space permits	keep
Human Resources	Personnel - PAOA Selection Committee	paper	current W137	as space permits	keep
Human Resources	Personnel - Personal Files for PAOA and Staff	paper	current W137, past M3-G	6 years after termination of employment	shred, unless signed release for archives
Human Resources	Personnel - Staff Grading Committee	paper	current W137	as space permits	keep
Human Resources	Personnel - Staff Grid	paper	current W137	as space permits	keep
Human Resources	Personnel - Staff Job Descriptions	paper	current W137	as space permits	keep
Human Resources	Personnel - Staff Job Postings	paper	current W137	as space permits	keep
Human Resources	Retirement Receptions	paper	current W137		archive
Human Resources	Salary Negotiations	paper	current W137	3 years	dispose
Information Technology Service	Correspondence	electronic	W047	3 years	dispose
Information Technology Service	Budget documentation	electronic	W047	5 years	dispose
Information Technology Service	Software Licensing	electronic	W047	5 years	dispose
Information Technology Service	Mobile Device Contracts	paper	W047	5 years	dispose

Records Retention Schedule in Departmental Order 2019

Department	Record/File	Format	Area Where Record Held	Retention Schedule	Method of Disposal
Information Technology Service	Work Request data	electronic	W047	forever	keep
Information Technology Service	CITC committee minutes	electronic	W047	forever	keep
Information Technology Service	Staff performance reviews	paper/electronic	W047	forever	keep
Information Technology Service	Staff job descriptions	paper/electronic	W047	forever	keep
Information Technology Service	Vendor service agreements	paper	W047	forever	keep
Library	Centre for Creativity	paper & electronic	Library	forever	keep
Library	College and University Calendars	paper	Library	up to 2 years	garbage
Library	College Council: Library Planning Committee	paper	current W137, past M3-G	as space permits	archive
Library	Faculty Council: Library Subcommittee Minutes & Other	paper & electronic	Library	forever	archive
Library	Faculty Council: Research Ethics Review Committee	paper & electronic	Library	Mins & guidelines forever; subs: 5 yrs	shredded > garbage
Library	Library Academic Archival Collections	paper, AV, regalia, etc.	Library	forever	campus recycling and/or garbage
Library	Library AV Material	VHS, DVD, etc.	Library	until weeded	garbage
Library	Library Books	paper	Library	until weeded	local book shops, charities, etc.
Library	Library Books in Process	paper and electronic	Library	18 months	
Library	Library Books on Order	electronic	Library	18 months	
Library	Library Catalogue	electronic	Library & UWO Libraries	forever	archive
Library	Library CD-Roms	electronic	Library	until cancelled or weeded	garbage
Library	Library Collection Appraisals	paper & electronic	Library	forever	archive
Library	Library Computer Files	electronic	Library	until weeded	deletion
Library	Library Correspondence	paper & electronic	Library	until weeded	shredded and/or garbage
Library	Library Databases	electronic	Library & UWO Libraries	until cancelled	archive
Library	Library Donations of Gifts-in-Kind	paper, electronic, etc.	Library	7 years; then until weeded	local book shops, charities, etc.

Records Retention Schedule in Departmental Order 2019

Department	Record/File	Format	Area Where Record Held	Retention Schedule	Method of Disposal
Library	Library Government Documents	paper	Library	10 yrs Stats Can material, other 5 yrs	campus recycling
Library	Library Opening (Sept. 29/95)	paper	current W137 & Library	forever	archives & Library
Library	Library Planning Committee	paper	W138 - 1 year	storage	glean/keep
Library	Library Serials	paper & electronic	Library	until weeded	campus recycling or deletion
Library	Library Systems Purchase Agreement: Dynix	paper	current W137 & Library	forever	archive
Library	Library Systems Purchase Agreement: Innovative Interfaces	paper	Library & UWO Libraries	forever	archive
Library	Library Vendors' Catalogues	paper	Library	1-2 years	garbage
Library	Library Vertical File (Brochures)	paper	Library	transient	campus recycling or garbage
Library	Westminster Institute for Ethics & Human Values	paper	Library	until weeded	local book shops, charities, etc.
Physical Plant	Annual Reports	paper	W055	5 years	Dispose
Physical Plant	Service Providers	paper	W055	5 years	Dispose
Physical Plant	Environmental	paper	W055	5 years	Dispose
Physical Plant	City of London	paper	W055	5 years	Archive
Physical Plant	Building Permits	paper	W055	5 years	Dispose
Physical Plant	Budget	paper	W055	5 years	Dispose
Physical Plant	Committees	paper	W055	5 years	Dispose
Physical Plant	Health and Safety	paper	W055	5 years	Dispose
Physical Plant	Building Plans and Drawings	paper	W055	5 years	Archive
Physical Plant	Safety	paper	W055	5 years	Dispose
Physical Plant	Environmental Planning	paper	W055	5 years	Dispose
Physical Plant	Emergency Planning	paper	W055	5 years	Dispose
Physical Plant	Electrical	paper	W055	5 years	Archive
Physical Plant	Elevators	paper	W055	5 years	Archive
Physical Plant	Furnishings	paper	W055	5 years	Dispose
Physical Plant	Government Policies	paper	W055	5 years	Archive
Physical Plant	College Policies and Procedures	paper	W055	5 years	Dispose
Physical Plant	Security	paper	W055	5 years	Dispose
Physical Plant	Parking	paper	W055	5 years	Archive
Physical Plant	Construction and Renovation Projects	paper	W055	5 years	Archive
Physical Plant	Surveys	paper	W055	5 years	Archive
Physical Plant	Human Resources	paper	W055	5 years	Dispose when gone

Records Retention Schedule in Departmental Order 2019

Department	Record/File	Format	Area Where Record Held	Retention Schedule	Method of Disposal
Physical Plant	Inventory	paper	W055	5 years	Dispose
Physical Plant	Office Files (PO's, Packing Slips etc.)	paper	W055	5 years	Dispose
Principal	ACCU	paper	current W137, past M3-G	5 years	glean/keep
Principal	ACCUC	paper	current W137, past M3-G	7 years	glean/keep
Principal	ACCUC - Ex Corde Ecclesiae	paper	current W137	as space permits	archives
Principal	Administrative Team	paper	current W137, past M3-G	5 years	dispose
Principal	Affiliated Colleges of Ontario	paper	current W137 past M3-G	5 years	dispose
Principal	Affiliated Colleges UWO	paper	current W137, past M3-G	as space permits	glean/keep
Principal	Alumni Affairs	paper	current W137, past M3-G	5 years	glean/keep
Principal	Alumni Affairs, Herald etc	paper	current W137, past M3-G	as space permits	glean/keep
Principal	Annual Reports	paper	current W137, past M3-G	5 years	keep archives
Principal	Aramark Canada Limited	paper	current W137	5 years	archives
Principal	Architects	paper	current W137	3 years	glean/keep
Principal	Art in the Principal's Office	paper	current W137	indefinitely	archives
Principal	Articulation Agreement with Fanshawe College	paper	current W137	indefinitely	archives
Principal	Articulation Agreement with Lambton College	paper	current W137	indefinitely	archives
Principal	Asia Pacific Foundations	paper	current W137	5 years	dispose
Principal	AUCC	paper	current W137, past M3-G	as space permits	at Principal's discretion
Principal	Audited Financial Statements	paper	current W137, past M3-G	as space permits	dispose
Principal	Board of Directors	paper in binders	W135, W133	10 years	dispose
Principal	Board of Directors (past)	paper	M5	after 5 years	archive
Principal	Board of Directors Affiliation Agreement	paper	current W137	as space permits	archives
Principal	Board of Directors Benefits Committee	paper	current W137	3 years	dispose
Principal	Board of Directors Board Annual Dinner	paper	current W137	as space permits	dispose
Principal	Board of Directors Board Role	paper	current W137	as space permits	dispose
Principal	Board of Directors Campus Development Committee	paper	current W137, past M3-G	as space permits	dispose
Principal	Board of Directors Charter Committee	paper	current W137	as space permits	archives
Principal	Board of Directors Continuing Membership Committee	paper	current W137	as space permits	dispose
Principal	Board of Directors Correspondence	paper	current W137, past M3-G	as space permits	glean/keep
Principal	Board of Directors Employee Relations Committee	paper	current W137, past M3-G	as space permits	dispose
Principal	Board of Directors External Relations Committee	paper	current W137, past M3-G	as space permits	dispose
Principal	Board of Directors Finance Committee	paper	current W137, past M3-G	as space permits	dispose

Records Retention Schedule in Departmental Order 2019

Department	Record/File	Format	Area Where Record Held	Retention Schedule	Method of Disposal
Principal	Board of Directors Food Services Committee	paper	current W137, past M3-G	as space permits	keep
Principal	Board of Directors Former Members of the Board	paper	current W137	as space permits	archives
Principal	Board of Directors General	paper	current W137	5 years	glean/keep
Principal	Board of Directors Minutes	binders	W135, past M3-G	as space permits	dispose
Principal	Board of Directors Minutes of Board Meetings	paper	current W137, past M3-G	as space permits	keep
Principal	Board of Directors Naming Committee	paper	current W137, past M3-G	as space permits	keep
Principal	Board of Directors Orientation for New Board Members	paper	current W137, past M3-G	ongoing	dispose
Principal	Board of Directors Pension Committee	paper	current W137, past M3-G	as space permits	keep
Principal	Board of Directors Pension/Retirement Plan	paper	current W137, past M3-G	ongoing	dispose
Principal	Board of Directors Policies	paper	current W137, past M3-G	as space permits	keep
Principal	Board of Directors Practices	paper	current W137, past M3-G	as space permits	keep
Principal	Board of Directors Principal's Report	paper	current W137, past M3-G	as space permits	archives
Principal	Board of Directors Property Committee	paper	current W137, past M3-G	as space permits	dispose
Principal	Board of Directors Receptions	paper	current W137, past M3-G	as space permits	dispose
Principal	Board of Directors Strategic Planning	paper	current W137, past M3-G	as space permits	keep
Principal	Board of Directors Working Files	paper	W137	2 years	dispose
Principal	Branding of College	paper	W137	indefinitely	archives
Principal	Brescia University College	paper	current W137	5 years	dispose
Principal	Broughdale	paper	current W137	5 years	dispose
Principal	Budget Unit Heads, Department Chairs	paper	current W137, past M3-G	as space permits	dispose
Principal	Canadian Association of University Teachers	paper	current W137, past M3-G	5 years	glean/keep
Principal	Canadian Bureau for International Education	paper	current W137, past M3-G	3 years	dispose
Principal	Canadian Catholic Campus Ministry	paper	current W137	5 years	archives
Principal	Canadian Conference of Catholic Bishops	paper	current W137, past M3-G	5 years	glean/archives
Principal	Canadian Council for the Advancement for Education	paper	current W137, past M3-G	5 years	dispose
Principal	Canadian Federation for the Humanities	paper	current W137, past M3-G	5 years	dispose
Principal	Canadian International Development Agency	paper	current W137	5 years	archives
Principal	Canadian Millennium Scholarship Foundation	paper	current W137	5 years	archives
Principal	Canadian Society for the Study of Higher Education	paper	current W137, past M3-G	3 years	dispose
Principal	Cancopy, now Access Copyright	paper	current W137	as space permits	glean/keep
Principal	Carter, G. Emmett		current W137	indefinitely	archive
Principal	Catholic Character of the College	paper	current W137	5 years	glean/keep

Records Retention Schedule in Departmental Order 2019

Department	Record/File	Format	Area Where Record Held	Retention Schedule	Method of Disposal
Principal	Catholic Colleges and Universities	paper	current W137	as space permits	glean/keep
Principal	Catholic Vision and Catholic Nature of the College Subcommittee	paper	current W137	3 years	dispose
Principal	Centre for Education about Death and Bereavement	paper	current W137, past M3-G	3 years	glean/keep
Principal	Centre for Jewish-Catholic Learning	paper	current W137	indefinitely	archive
Principal	Centre for Social Concern	paper	current W137, past M3-G	3 years	glean/keep
Principal	Chaplaincy	paper	current W137	5 years	glean/keep
Principal	VP/Finance	paper	current W137, past M3-G	5 years	dispose
Principal	Children's Aid	paper	current W137	5 years	archive
Principal	College Council - Practice	paper	current W137	as space permits	keep
Principal	College Council Admissions and Enrolment Committee	paper	current W137, past M3-G	3 years	dispose
Principal	College Council Budget Committee	paper	current W137, past M3-G	5 years	dispose
Principal	College Council Committees	paper	current W137	as space permits	keep
Principal	College Council Constitution	paper	W137	as space permits	keep
Principal	College Council Executive Committee	paper	current W137, past M3-G	as space permits	keep
Principal	College Council Library Planning Committee	paper	current W137, past M3-G	as space permits	archive
Principal	College Council Long Term Plan	paper	current W137	as space permits	keep
Principal	College Council Minutes	paper	current W137, past M3-G	as space permits	archive
Principal	College Council Minutes 1987 to Present	binders	W135, past M3-G	as space permits	archives
Principal	College Council Nominating Committee	paper	current W137, past M3-G	as space permits	glean/keep
Principal	College Council Physical Plant Committee	paper	current W137, past M3-G	as space permits	keep
Principal	College Council Planning Committee	paper	current W137, past M3-G	as space permits	keep
Principal	College Council Publications Subcommittee	paper	current W137	as space permits	keep
Principal	College Council Records	binders	M5	as space permits over 10 years	keep
Principal	College Council Records	paper	W135, W133	10 years	keep/archives
Principal	College Council Religious Life Committee	paper	current W137, past M3-G	as space permits	keep
Principal	College Council Scholarship and Bursary Committee	paper	current W137, past M3-G	as space permits	keep
Principal	College Council Student Affairs Committee	paper	current W137, past M3-G	as space permits	keep
Principal	College Council Working Files	paper	W133	2 years	dispose
Principal	Committees of College Council	paper	M5	past	keep
Principal	Committees of College Council	paper	W137	current - 2 years	keep

Records Retention Schedule in Departmental Order 2019

Department	Record/File	Format	Area Where Record Held	Retention Schedule	Method of Disposal
Principal	Concordia Univ. Special Audit Report: Engineering & Comp. Sci.	paper	current W137	5 years	keep/archives
Principal	Confidentiality	paper	current W137	as space permits	glean/keep
Principal	Convocation	paper	current W137, past M3-G	3 years	glean/dispose
Principal	Copyright	paper	current W137	3 years	glean/keep
Principal	Correspondence	paper	current W137, past M3-G	as space permits	glean/dispose
Principal	Council of Ontario Universities	paper	current W137, past M3-G	3 years	glean/keep
Principal	Counselling	paper	current W137, past M3-G	3 years	glean/keep
Principal	Ctr. For Creativity	paper	current W137, past M3-G	3 years	glean/keep
Principal	CultureWorks	paper	current W137	indefinitely	archives
Principal	Dante Lenardon Hall Dedication Ceremony	paper	current W137	as space permits	archives
Principal	Academic Dean's Office of Students	paper	current W137, past M3-G	5 years	glean/keep
Principal	Department Chairs	paper	current W137, past M3-G	5 years	glean/keep
Principal	Departmental Revenues and Expenses	paper	current W137, past M3-G	5 years	dispose
Principal	Departmental Structure, Proposal on	paper	current W137, past M3-G	5 years	keep
Principal	Diocese of London	paper	current W137	5 years	glean/keep
Principal	Disabled Students	paper	current W137	3 years	dispose
Principal	Dongbei University of Finance and Economics (DUFE)	paper	current W137	indefinitely	archives
Principal	Double Cohort	paper	current W137	indefinitely	archives
Principal	E-Commerce Studies	paper	current W137	indefinitely	archives
Principal	Economics, Business and Mathematics	paper	current W137, past M3-G	5 years	dispose
Principal	Economics, Business and Mathematics, Dept. of, CVs	paper	current W137	indefinitely	archives
Principal	Education Quality and Accountability	paper	current W137	indefinitely	archives
Principal	Elizabeth A. "Bessie" Labatt Hall	paper	current W137	indefinitely	archives
Principal	Employment Equity Committee	paper	current W137	5 years	dispose
Principal	Encroachment Agreement btwn Corp. of City of London & . . .	paper	current W137	indefinitely	keep
Principal	Ex Corde Ecclesiae	paper	current W137, past M3-G	5 years	glean/keep
Principal	Exchange Agreements	paper	current W137	indefinitely	archives
Principal	External Relations	paper	current W137, past M3-G	5 years	glean/keep
Principal	Faculty Association Ad Hoc Committees: Terms & Conditions . . .	paper	current W137	3 years	glean/keep
Principal	Faculty Association Executive	paper	current W137, past M3-G	5 years	glean/keep
Principal	Faculty Association Interpretation Committee	paper	current W137, past M3-G	as space permits	archives

Records Retention Schedule in Departmental Order 2019

Department	Record/File	Format	Area Where Record Held	Retention Schedule	Method of Disposal
Principal	Faculty Personnel Records	paper	W135	N135	keep
Principal	Faculty Seminar Series	paper	current W137, past M3-G	3 years	dispose
Principal	Fanshawe College	paper	W137	indefinitely	archives
Principal	Feast of Christ the King	paper	current W137	5 years	glean/keep
Principal	Financial Arrangements Constituent Univ. & Affiliated Colleges	paper	current W137	5 years	glean/keep
Principal	Financial Arrangements Formula Grants	paper	current W137, past M3-G	5 years	glean/keep
Principal	Financial Arrangements Government Funding	paper	current W137	5 years	glean/keep
Principal	Financial Arrangements Government Funding - Spcl. Equip. Grants	paper	current W137	5 years	glean/keep
Principal	Financial Records	paper	W135	10 years	dispose
Principal	Foundation	paper	W137	indefinitely	archives
Principal	General Correspondence	paper	current W137, past M3-G	5 years	glean/keep
Principal	Generous Alumni	paper	current W137	5 years	archives
Principal	Globalization	paper	current W137	indefinitely	archives
Principal	Governance	paper	current W137	5 years	glean/keep
Principal	Government	paper	current W137	indefinitely	archives
Principal	Greetings	paper	current W137	indefinitely	archives
Principal	History	paper	current W137	5 years	dispose
Principal	History Department	paper	current W137	5 years	dispose
Principal	Human Resources and Human Resources Dev. Cttee.	paper	current W137	5 years	dispose
Principal	Huron University College	paper	current W137	5 years	glean/keep
Principal	Inauguration Address September 14/55	paper	current W137	as space permits	archives
Principal	Incidents at the College	paper	current W137	5 years	glean/keep
Principal	Incorporation and Incorporation Committee	paper	current W137	as space permits	keep
Principal	Information Network	paper	current W137, past M3-G	5 years	glean/keep
Principal	Institute for Catholic Education	paper	current W137	3 years	glean/keep
Principal	Insurance	paper	current W137	5 years	dispose
Principal	Intercordia Canada	paper	current W137	indefinitely	archives
Principal	Internal Directory	paper	current W137	3 years	dispose
Principal	International Federation of Catholic Universities	paper	current W137, past M3-G	5 years	glean/keep
Principal	International Students	paper	current W137	indefinitely	archives
Principal	Invitations	paper	current W137	3 years	glean/keep
Principal	Jesuit Institute at Boston College	paper	current W137	3 years	dispose

Records Retention Schedule in Departmental Order 2019

Department	Record/File	Format	Area Where Record Held	Retention Schedule	Method of Disposal
Principal	Killan, G.	paper	current W137	indefinitely	archives
Principal	King's College Development Agreement/Maps	paper	current W137	as space permits	archives
Principal	King's College History	paper	current W137	as space permits	archives
Principal	King's College Trade Mark	paper	current W137	as space permits	archives
Principal	King's College, The Name	paper	current W137	as space permits	archives
Principal	King's Lectures	paper	current W137	as space permits	archives
Principal	Korean Universities	paper	current W137	indefinitely	archives
Principal	KPMG	paper	current W137	indefinitely	archives
Principal	Law - Procedural Fairness	paper	current W137	as space permits	glean/keep
Principal	Leaders in Learning	paper	current W137	indefinitely	archives
Principal	Learning Disability	paper	current W137	3 years	dispose
Principal	Library	paper	current W137, past M3-G	5 years	glean/keep
Principal	Library Opening Sept 29/95	paper	current W137	as space permits	archives
Principal	London District Catholic School Board	paper	current W137	indefinitely	archives
Principal	Maclean's Magazine	paper	current W137	indefinitely	archives
Principal	Maps	paper	current W137	as space permits	keep
Principal	McKenzie Lake Lawyers	paper	current W137	indefinitely	archives
Principal	MCU Count	paper	current W137	as space permits	dispose
Principal	Memoranda to Faculty and Staff	paper	current W137, past M3-G	5 years	glean/keep
Principal	Ministry of Colleges and Universities	paper	current W137	5 years	glean/archive
Principal	Ministry of Education and Training	paper	current W137	5 years	glean/keep
Principal	Modern Languages Department	paper	current W137	5 years	dispose
Principal	Monsignor Feeney Foundation	paper	W137	indefinitely	archives
Principal	MP's and MPP's	paper	current W137	as space permits	glean/keep
Principal	Multiculturalism	paper	current W137	3 years	archive
Principal	Naming Opportunities	paper	current W137	as space permits	glean/keep
Principal	National Vice-Presidents Academic	paper	current W137	3 years	dispose
Principal	OCUFA (Ont. Confed. of Univ. Fac. Assns)	paper	current W137, past M3-G	3 years	glean/keep
Principal	Ontario Institute for Studies in Education (OISE)	paper	current W137	3 years	glean/keep
Principal	Ordinances	paper	current W137	5 years	archives
Principal	Orientation Students	paper	current W137	5 years	glean/keep
Principal	Pastoral Leadership Program	paper	current W137	indefinitely	archives
Principal	Pay Equity Plan	paper	current W137	as space permits	archives

Records Retention Schedule in Departmental Order 2019

Department	Record/File	Format	Area Where Record Held	Retention Schedule	Method of Disposal
Principal	Personnel - Correspondence	paper	current W137	as space permits	keep
Principal	Personnel - Personal Files for Faculty	paper	current W135, past M3-G	6 years after termination of employment	shred, unless signed release for archives
Principal	Personnel Working Files (forms etc)	paper	W137	current	keep
Principal	Philosophy and Religious Studies	paper	current W137, past M3-G	5 years	dispose
Principal	Philosophy of the College	paper	current W137	as space permits	keep
Principal	Physical Plant	paper	current W137, past M3-G	5 years	dispose
Principal	PIPEDA (Privacy)	paper	current W137, past M3-G	5 years	dispose
Principal	Police	paper	current W137	indefinitely	archives
Principal	Political Correctness	paper	current W137	3 years	dispose
Principal	Political Science	paper	current W137	5 years	dispose
Principal	Professional and Administrative Officers Association (PAOA)	paper	current W137	5 years	glean/keep
Principal	Professor Emeritus/a	paper	current W137	as space permits	glean/keep
Principal	Psychology Department	paper	current W137, past M3-G	5 years	dispose
Principal	Recruiting	paper	current W137	3 years	glean/keep
Principal	Enrolment Services	paper	current W137, past M3-G	5 years	glean/keep
Principal	Renovation Grants	paper	current W137	5 years	dispose
Principal	Report and Race Relations Policy Review	paper	current W137	indefinitely	archives
Principal	Research Agreement	paper	current W137	indefinitely	archives
Principal	Residences - University Students Residences Program	paper	current W137	3 years	archive
Principal	Resource Book (all departments)	paper	W137	current	dispose
Principal	Resource Handbooks for Employees, Fac. & Bd. of Directors	paper	current W137	ongoing	ongoing
Principal	Retreat on the Philosophy of the College	paper	current W137	as space permits	archives
Principal	Review Committees - General	paper	current W137	3 years	glean/keep
Principal	Royal Society of Canada	paper	current W137	3 years	dispose
Principal	SARS	paper	current W137	indefinitely	archives
Principal	Security Handbook	paper	current W137	5 yeas	dispose
Principal	Senate Handbook	paper	current W137	indefinitely	archives
Principal	Senate Minutes 1991 to Present	binders	W135, past M3-G	5 years	dispose
Principal	Senate Nominating Committee	paper	current W137	indefinitely	archives
Principal	Service Quality Advisory Committee	paper	current W137	indefinitely	archives

Records Retention Schedule in Departmental Order 2019

Department	Record/File	Format	Area Where Record Held	Retention Schedule	Method of Disposal
Principal	Signing Authority	paper	current W137	indefinitely	archives
Principal	Silverwood Property	paper	current W137	as space permits	archives
Principal	Silverwood Property - Designation of "Goodholme"	paper	current W137	as space permits	archives
Principal	Sisters of St. Joseph	paper	current W137	as space permits	glean/keep
Principal	Smith Report 1966	paper	current W137	indefinitely	archives
Principal	Social Contract	paper	current W137	as space permits	archives
Principal	Social Contract Financial Information	paper	current W137	as space permits	archives
Principal	Social Science and Humanities Research Council of Canada	paper	current W137, past M3-G	3 years	glean/keep
Principal	Social Work	paper	current W137, past M3-G	3 years	dispose
Principal	Social Work - Ad Hoc Cttee. on Rel. btwn Dept. & College	paper	current W137	as space permits	dispose
Principal	Social Work - Ad Hoc Subcommittee on Academic Governance	paper	current W137	3 years	dispose
Principal	Social Work - MSW Proposal	paper	current W137	as space permits	archives
Principal	Social Work - Practicum Reports	paper	current W137, past M3-G	3 years	dispose
Principal	Sociology Department	paper	current W137, past M3-G	5 years	dispose
Principal	Solicitor for College	paper	current W137, past M3-G	as space permits	archives
Principal	Sookmyung University	paper	current W137	indefinitely	archives
Principal	Speeches and/or addresses	paper	current W137, past M3-G	as space permits	archives
Principal	St. Joseph's Healthcare	paper	current W137	indefinitely	archives
Principal	St. Peter's Seminary	paper	current W137	5 years	glean/keep
Principal	Staff Association - Conditions of Employment	paper	current W137	5 years	keep
Principal	Staff Association - Constitution	paper	current W137	5 years	keep
Principal	Staff Association - Executive	paper	current W137	5 years	keep
Principal	Staff Association - Memo of Understanding	paper	current W137	5 years	archives
Principal	Staff Association - Salary Agreements	paper	current W137	as space permits	glean/keep
Principal	Staff Association - Salary Negotiations	paper	current W137	3 years	dispose
Principal	Staff Development	paper	current W137	3 years	dispose
Principal	Staffing (Faculty)	paper	current W137, past M3-G	as space permits	archives
Principal	Student Exchange Program - St. Thomas University and King's	paper	current W137	as space permits	keep
Principal	Student Services Protocol	paper	current W137	as space permits	keep
Principal	Student Services/Affairs	paper	current W137	5 years	glean/keep
Principal	Students' Correspondence	paper	current W137, past M3-G	3 years	glean/keep

Records Retention Schedule in Departmental Order 2019

Department	Record/File	Format	Area Where Record Held	Retention Schedule	Method of Disposal
Principal	Students' Council and Student Organizations	paper	current W137	5 years	glean/keep
Principal	Students' Council Constitution	paper	current W137	as space permits	dispose
Principal	SuperBuild Fund	paper	current W137	indefinitely	archives
Principal	Survey of Grad Students	paper	current W137	indefinitely	archives
Principal	Teaching Awards Committee	paper	current W137	as space permits	dispose
Principal	Teaching Evaluations	paper	current W137, past M3-G	as space permits	dispose
Principal	Tuition Fees	paper	current W137	3 years	glean/keep
Principal	United Way	paper	current W137	3 years	glean/keep
Principal	Universities and the Law	paper	current W137	as space permits	dispose
Principal	Universities, General Correspondence	paper	current W137	3 years	glean/keep
Principal	UWO - Act	paper	current W137	as space permits	archives
Principal	UWO - Alumni Association	paper	current W137	as space permits	archives
Principal	UWO - Art Therapy Diploma Advisory Committee	paper	current W137	3 years	dispose
Principal	UWO - Baccalaureate Core Program Proposal SCAPA	paper	current W137	indefinitely	archives
Principal	UWO - Board of Governors - Master Plan	paper	current W137	indefinitely	archives
Principal	UWO - Board Senate Secretariat	paper	current W137	3 years	glean/keep
Principal	UWO - Center for Women's Studies and Feminist Research	paper	current W137	3 years	glean/keep
Principal	UWO - Code of Student Conduct	paper	current W137	indefinitely	archives
Principal	UWO - Contact Western	paper	current W137	indefinitely	archives
Principal	UWO - Counselling and Career Development	paper	current W137	3 years	glean/keep
Principal	UWO - Director of Development	paper	current W137	3 years	glean/keep
Principal	UWO - Directory	paper	current W137	2 years	dispose
Principal	UWO - E-mail	paper	current W137	3 years	dispose
Principal	UWO - Equity Services	paper	current W137	3 years	glean/keep
Principal	UWO - Faculty of Arts - Women's Studies	paper	current W137	3 years	glean/keep
Principal	UWO - Faculty of Education	paper	current W137	3 years	glean/keep
Principal	UWO - Faculty of Engineering Science	paper	current W137	3 years	glean/keep
Principal	UWO - Faculty of Graduate Studies	paper	current W137	3 years	glean/keep
Principal	UWO - Faculty of Part-Time and Continuing Education	paper	current W137	3 years	glean/keep
Principal	UWO - Faculty of Social Sciences	paper	current W137	3 years	glean/keep
Principal	UWO - Gazette	paper	current W137	3 years	dispose
Principal	UWO - General	paper	current W137	3 years	glean/keep

Records Retention Schedule in Departmental Order 2019

Department	Record/File	Format	Area Where Record Held	Retention Schedule	Method of Disposal
Principal	UWO - Honorary Degree Committee	paper	current W137	3 years	glean/keep
Principal	UWO - Institutional Planning	paper	current W137, past M3-G	3 years	glean/keep
Principal	UWO - International Academic Affairs, Office of	paper	current W137	3 years	glean/keep
Principal	UWO - President and Vice Chancellor	paper	current W137	3 years	glean/keep
Principal	UWO - Publications of Faculty and Staff	paper	current W137, past M3-G	3 years	glean/keep
Principal	UWO - Renaissance Campaign	paper	current W137	3 years	archives
Principal	UWO - Service Fee	paper	current W137	3 years	glean/keep
Principal	UWO - Space Management and Planning	paper	current W137	3 years	glean/keep
Principal	UWO - Special Identification Cards	paper	current W137	3 years	dispose
Principal	UWO - Student Services	paper	current W137	3 years	glean/keep
Principal	UWO - Students' Council	paper	current W137	3 years	glean/keep
Principal	UWO - SUA Subcommittee on Admissions	paper	current W137	3 years	dispose
Principal	UWO - SUAC Subcommittee on Affiliated Colleges	paper	current W137	3 years	dispose
Principal	UWO - Subcommittee on Academic Programs	paper	current W137	3 years	dispose
Principal	UWO - SUTA Subcommittee on Teaching Awards	paper	current W137	3 years	dispose
Principal	UWO - UCC Director (Undergraduate Student Life)	paper	current W137	3 years	dispose
Principal	UWO - University Relations, Department of	paper	current W137	3 years	glean/keep
Principal	UWO - Vice President Academic	paper	current W137, past M3-G	3 years	glean/keep
Principal	UWO - Vice President Administration	paper	current W137, past M3-G	3 years	glean/keep
Principal	UWO - Vice President Corporate Services	paper	current W137, past M3-G	3 years	dispose
Principal	UWO - Vice President External	paper	current W137, past M3-G	3 years	glean/keep
Principal	UWO - Vice President Research	paper	current W137, past M3-G	3 years	glean/keep
Principal	UWO - Western News	paper	current W137, past M3-G	3 years	glean/keep
Principal	UWO (Registrar & Student Affairs Division)	paper	current W137	3 years	glean/keep
Principal	UWO- Ombudsperson	paper	current W137	3 years	glean/keep
Principal	Wemple, Monsignor	paper	current W137	as space permits	archives
Principal	Women in Canadian Universities	paper	current W137	3 years	glean/keep
Principal	World University Service of Canada	paper	current W137	3 years	dispose
Principal	Youth for Social Justice College	paper	current W137	3 years	glean/keep

Department	Record/File	Format	Area Where Record Held	Retention Schedule	Method of Disposal
Physical Plant	Bid Documents	paper	W138	2 years	
Physical Plant	Contracts	paper	W138	5 years	
Physical Plant	Correspondence - External	paper	W139	3 years	
Physical Plant	Correspondence - Internal	paper	W055	3 years	
Physical Plant	Drawings and Equipment Manuals	paper	W004	keep until item scrapped	
Physical Plant	Insurance Claims	paper	W138	2 years	
Physical Plant	Physical Plant Committee Minutes	paper	W055	5 years	
Physical Plant	Renovation Grant	paper	W138	5 years	
Physical Plant	Security Reports	paper	W055	2 years, major incidents 5 years	