

### 3.3.3 Records Retention Policy

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1. Definitions:
  - 1.1. Governance records are defined as society records as described in the BC Societies Act. Generally speaking they are records of decision-making bodies of the BCIT Faculty & Staff Association (FSA).
    - 1.1.1. Reports supporting decisions made are normally included as part of the meeting minutes.
  - 1.2. Labour relations records are those produced by the FSA in fulfilling its duties as a bargaining agent under the *Labour Code*.
  - 1.3. Financial records are any type of records that pertain to a company's financial activities including but not limited to accounting records, bank statements, and tax documents. Financial records provide information about a company's income, expenses, assets, liabilities, and equity.
  - 1.4. Personnel Records are records pertaining to employees of an organization. These records are accumulated, factual information related to employment which provide a historical record about the employee from the date of hire to separation and contains some preemployment and post-employment information.
2. The Executive Director (ED) will ensure that FSA records adhere to the following retention schedule:
  - 2.1. governance records will be kept permanently;
  - 2.2. labour relations records will be kept permanently;
  - 2.3. financial records will be kept for a minimum of six years plus the current year; and,
  - 2.4. personnel records will be kept for a minimum of three years after an employee's departure.
3. The ED will not standardize any operational workflow without capturing the production, storing, securing, accessing, and destroying of records by that workflow.