

## Written Records Maintenance Policy 2023\*

### Student Records: 5 YEARS storage

- Current student files are kept in the locked filing cabinet behind the Director of Studies' desk in the office.
- When students graduate, the records are moved into the locked stationery storage room, filed numerically by student number within the year that they attended.
- Student files contain student contract with updated personal contact information, original registration documents (all other documents are not printed out but are available to print when needed from CLASS, our database system)
- Paper records are stored for 5 years
- All CLASS documents and information is stored and backed up both on site and off-site through our UK IT company, Infospeed.

### Staff HR Records: 5 YEARS storage

- Employment files contain resumes, letters of employment or contract, copies of certificates and diplomas (verified from originals), annual appraisals, suitability declaration, criminal record checks, plus any written record of complaints or disciplinary measures taken
- Staff files are kept in the Center Director's office
- Past HR files are kept in the same drawer but in a separate area
- All HR files are kept for at least 5 years following the person's departure.

### Accounting Records: 5 YEARS Storage

- Current accounting files are kept in a locked filing cabinet in the Centre Director's office.
- All accounting records that are no longer current to this year are moved into the locked stationery storage room.
- These records are kept for 5 years.

### Homestay Family Records: Current or Shredded if not current

- Current Homestay family records are kept in the locked filing cabinet in the office.
- Past Homestay family records are kept in the locked storage room indefinitely but when we know we will not use a family again, we may destroy the paper copies
- Records include copies of the signed homestay contract, results of criminal record checks and other information such as photos, copies of feedback from students etc.
- Paper copies of information placed onto our data base are no longer necessary as they can be printed as needed from our CLASS system, other than signed copies but in the future we will likely scan and save rather than keep paper copies.

### Shredding Sensitive Documents

- Sensitive or confidential documents no longer required are to be destroyed in the cross-cut shredder on site as frequently as possible.
- For larger volumes, call SHRED IT 888-750-6450

\*As per federal and provincial legislation