

CY = Current Year EV = Trigger Event S/R = Selective Retention by University Archives

Human Resource Records Schedule					
Record Type	Retention	EV (Trigger Event)	FIPPA	Record Description	Notes
<b>01-010</b> Applications for Employment, Recruitment and Competition	Varied retention periods – see notes	Receipt of Application – see Notes	Yes	Records may include position advertisement, resumes/CV's, selection committee minutes, testing results, report(s), and other selection documentation	<p>1. Unsolicited applications do not need to be retained, and can be destroyed at discretion of unit.</p> <p>2. Applications for <u>advertised staff positions</u> at the University must be retained a minimum of <b>one (1) year</b> after the appointment process has been completed - with the application file and the appointment letter of the successful candidate becoming part of that person's employment file.</p> <p>3. Application for <u>advertised faculty positions</u> must be retained a minimum of <b>two (2) years</b> after the appointment process has been completed - with the application file and the appointment letter of the successful candidate becoming part of that person's employment file.</p> <p>Foreign (non Canadian or permanent resident) hires may have further retention requirements – please contact Faculty Relations before destroying records.</p>
<b>01-020</b> Awards – Faculty and Staff	EV+7	Termination	Yes	Records relate to service awards, employee recognition, award presentations and related records – may include audio/video, photographs, and other media	<p>Some of these records may already be maintained, long term, centrally (Awards &amp; Ceremonies Office). However, this cannot be confirmed in all cases and because many records are retained as part of department employee file they will be retained until termination + 7years.</p> <p><b>Contact University Archives before destroying award/commendation records.</b></p>
<b>01-030</b> Classification – Appeals and Reclassification	EV +7	Record creation	May	Records relate to the classification of jobs with the University – may include job descriptions, appeals, reclassification records, salary adjustment, position history, and related records	Records are retained as a record of the classification, appeals, and reclassification of positions at the university. Historically significant records may be selectively retained – (summary records such as yearly plans, cumulative history of positions, as well as reports and studies relating to the creation, transfer, or abolition of positions). <b>These are considered Archival Records - contact University Archives for final disposition advice.</b>
<b>01-040</b> Course Evaluations -see also 01-160, <i>Promotion and Tenure Records</i>	EV+10	Record creation	Yes	Records are student evaluations of courses and instructors, and form part of promotion and tenure documentation	Course evaluations, as they relate to Human Resources, are assessments of teaching. These assessments form one of the components of promotion and tenure (along with research, professional contributions, etc.) and as such are necessary for a full accounting of the merits of potential tenure. This record series contains raw data provided by students; processed evaluations are retained with employee file in accordance with 01-045, <i>Departmental Faculty/Staff Files</i> .

<b>01-045</b> <b>Departmental</b> Faculty/ Staff Files – see also 01-070, <i>Employee Records Database (IHRIS), 01-120, Awards, Faculty and Staff, 01-150, Performance Appraisal/Evaluations and 01-180, Student Employee Files</i>	EV+7	Termination	Yes	Records relate to employees of the University (not including student employees), and may include records of hiring, discipline, commendations, compensation, and other records.	These records, as retained in departments/units, are generally hardcopy, much of it duplicate information. <b>Records series 01-070, <i>Employee Records Database (IHRIS)</i>, is considered the primary record copy.</b>  Prior to destruction of files, separate any records related to commendations and official recognition of exceptional performance, and contact University Archives to ensure appropriate retention of these records.
<b>01-050</b> Employee Disability Files	EV+7	Termination	Yes	Records relating to the administration of claims for long-term disability benefits. The files are used to document the initial claim, on-going payment, and final settlement. Records include application forms, correspondence with claimees, physicians and insurance companies, claim service forms, resumes and appointment forms	This retention period is in conformity with Sunlife retention periods as Sunlife retains records a minimum of seven (7) years “after closure”, but in reality much longer as “Imaged files do not have a delete date”.
<b>01-060</b> Employee Insurance	EV+7	Termination	Yes	Records relate to employee health, salary, income replacement and other insurance.	Records relate to all facets of insurance available to UBC employees – including, but not limited to Income Replacement, Basic and Optional Group Life, Retirement and Survivor Extended Health and Dental, approvals and declinations from Service provider, as well as related correspondence
<b>01-070</b> Employee Records Database (IHRIS)	Permanent	n/a	N/A	Records relate to all employees of the University, past and present	“Each IHRIS entry contains data regarding payroll, benefits, and employee history, as well as personal information such as name, home address, date of birth, sex, marital status, citizenship, and social insurance number.” Existing UBC Archives Records Retention Schedule <a href="http://www.library.ubc.ca/archives/sched/4-04.html">http://www.library.ubc.ca/archives/sched/4-04.html</a>
Please Note: 01-080 to 01-080-35 are a number of different records categories related to EMPLOYEE RELATIONS. These records contain personal information and must be retained in compliance with Freedom of Information/Protection of Privacy Legislation. Email and other correspondence should be retained – either electronically or in paper – with the subject matter to which it relates.					
<b>01-080</b> Employee Relations	Varied retention periods – see following sub categories	n/a	Yes	Records relate to relations between the University and its past and present employees.	<b>This records series is broken down into subcategories - see below 01-080-01 to 01-080-35.</b> In general , this Records Series contains sensitive personal information and records need to be created, maintained, and destroyed in close compliance with FIPPA.

<b>01-080-01</b> ER - Bargaining Materials	Permanent	n/a	Yes	Records relate to bargaining employee/university labour agreements – may include drafts, communications, correspondence, minutes, and contracts.	Records are retained a minimum of twenty (20) years, with all signed original agreements and arbitration awards, as well as official meeting minutes retained permanently.  These are considered Archival Records – contact University Archives for final disposition advice.
<b>01-080-10</b> ER – Grievance Files	CY+50	n/a	Yes	Records relate to official grievance files brought by labour groups on campus.	Retain all records, in their entirety, for five (5) years, weed duplicate records and ephemera and continue to retain records for a further forty-five years. <b>Total retention period – 50 years</b>
<b>01-080-15</b> ER – Advising Files	CY+7	EV – record created	Yes	Records relate to general advice given by the department of Human Resources to the rest of the university community on human resource matters that are considered general in nature and do not become part of a formal discipline, grievance or arbitration file.	General communications and notes such as interpreting the collective agreements and handbooks, day-to-day staff management concerns, job classification and employee relations Records may include correspondence, or records from meetings, emails or phone conversations (minutes, guidelines, formal advice).
<b>01-080-20</b> ER - Human Rights Complaints	EV+ 50	Case resolved	Yes	Records related to Human Rights complaints that involve UBC employees	Complaints filed with the Human Rights Tribunal where UBC employees are involved
<b>01-080-25</b> ER - Lawsuits	EV+50	Lawsuit resolved	Yes	Records related to legal action taken concerning employment issues at UBC – likely a duplicate record. Please see notes.	Consult Office of the University Counsel before destroying records.
<b>01-080-30</b> ER - Legal Opinions	Permanent	n/a	May	Legal opinions related to HR issues issued by Legal Counsel	
<b>01-080-35</b> ER - Letters of Agreement (outside of Collective Agreements)	Permanent	n/a	No	Informal and formal agreements between the University and its labour groups	These are considered Archival Records – consult University Archives for final disposition advice.
<b>01-090</b> Harassment Files – See 01-080-15, <i>Human Rights Complaints</i>	EV+50	Case resolved	Yes	Records related to harassment complaints received from employees and corresponding action taken	See 01-080-20, <i>ER - Human Rights</i> An internal complaint that an employee might file that isn't covered by the 13 grounds of discrimination.

<b>01-100</b> Health and Safety- Incident Files	EV+50	Incident resolved	Yes	Records documenting occupational health and safety incidents. Records relate to injuries as well as manifestations of disease reported or treated – may include police accident reports	Records are to be retained until incident resolved (investigation complete) + one (1) year in office. Records to be retained offsite a further fifty (50) years. Total retention – 51 years
<b>01-110</b> Hiring Paperwork	EV+7	Termination	Yes	Records necessary for the hiring or appointment of staff: including contact and personal information, orientation records, benefit enrolment records, and related records.	Records which form part of the permanent personnel file (employee contracts, offer letter, etc.) should be retained according to University retention schedule for employee files – see 01-045, <i>Departmental Faculty/Staff Files</i>  For pension records see 01-140, <i>Pension Records</i>
<b>01-120</b> Leave Management - Leave, Sick Days, Vacations, and Overtime	CY+7	EV – record created	Yes	Records relate to leave of absence taken by employees, paid and unpaid – includes applications, leave records, and related records	Records are to be retained for seven (7) years. This is a records series which should be culled yearly.
<b>01-130</b> Job Descriptions	EV+0	EV - when record superseded/ obsolete	No	Records relate to Human Resource descriptions of jobs/positions at the University	
<b>01-140</b> Pension Records	EV+75	Termination	Yes	Records relate to staff and faculty pensions.	
<b>01-150</b> Performance Appraisal/Evaluatio ns – see also 01- 045, <i>Departmental Faculty/ Staff Files</i>	EV+7	Termination	Yes	Records relate to assessments of employee performance.	

<b>01-160</b> Promotion and Tenure (P & T) Records – see also 01-040, <i>Course Evaluations</i>	EV +10 years	Decision made concerning tenure	Yes	Records may include current position description; letters of evaluation; current C.V. activity summary and evaluations of teaching, committee findings; recommendations of administrative superiors; and related documentation and correspondence	
<b>01-170</b> Staff Training & Professional Development	EV+3	Record superseded/ or obsolete	No	Records relate to Employee Development & Learning – records may include course outlines, registration info, scheduling, and correspondence and other records	New initiatives, minutes, course materials, may be retained as having archival value – destroy supporting documents. Contact Archives for disposition advice.
<b>01-180</b> Student Employee Files - see also 01-045, <i>Departmental Faculty/ Staff Files</i>	EV+7	Termination	Yes	Records relate to student employees of the University (undergraduate, graduate, post doctoral, etc.), and may include records of hiring, discipline, commendations, compensation, and other records.	
<b>01-190</b> Workers Compensation Claim Files and related documentation	Varied retention periods – see following sub categories	n/a	Yes	Records relate to compensatory and non-compensatory accidents, WBC claims investigations, related correspondence and related records	<b>This records series is broken down (sub series) see below 01-190-01 to 01-190-02</b>
<b>01-190-01</b> Workers Compensation Claim Files and related documentation – Non compensatory accidents	EV+7	File closed	Yes	Records relate to a relatively minor incident which results in WCB becoming involved. The issue is ultimately resolved without compensation to the employee.	

<b>01-190-02</b> Workers Compensation Claim Files and related documentation – Compensatory accidents	EV+7	Termination	Yes	Records relate to a relatively serious incident which results in WCB being involved. The issue is ultimately resolved with compensation to the employee.	A related record series is 01-100, <i>Health and Safety-Incident Files</i> , which states "Records relate to injuries as well as manifestations of disease reported or treated – may include police accident reports". These are to be retained a total of 51 years (1 in office + 50 years). These two retention periods allow for the University to have a record of employees and their dealings with WCB, as well as retaining a long term (51 year) record of the incident itself
<b>01-200</b> Work Safety Policies/Procedures	EV+7	Record superseded/ obsolete	No	Records relate to policy and procedures concerning employee worker safety on campus.	Official policies and procedures may be considered Archival Records – please consult Archives for retention/destruction guidelines.

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