SUNCREST College
Bright minds, bright futures

Policy Name	**RECORDS RETENTION**		
Policy #	**806**	Category	800: INFORMATION MANAGEMENT
Steward	Manager, Admissions & Registration	Date Approved	June 17, 2024
Next Review Date		Date Reviewed or Revised	

POLICY

Records are the "institutional memory" of the organization; they are necessary for decision-making, policy development, program implementation, and for almost every aspect of day-to-day office work. The official record is retained to satisfy legal, fiscal, and administrative retention requirements included in this policy.

The purpose of this policy is to outline records management procedures to be followed by the College in order to manage College records in an effective and accountable manner. In addition, storage of these files in a methodical manner, not on personal drives, allows for excellent succession planning as well as orientation for new employees.

PRINCIPLES

1. Suncrest College acknowledges that, pursuant to The Local Authority Freedom of Information and Protection of Privacy Act (the Act), any person may apply to access any record the College produces or acquires during the course of delivering its programs and services.

2. Suncrest College also recognizes its duty to: maintain its records only for the duration of their useful lifetime; preserve its records that have historical significance; and, protect certain records that are exempt from disclosure under the Act.

3. While it is the responsibility of Suncrest College to be aware of and adhere to any applicable legislated or other applicable record-keeping requirement, this policy is designed to provide guidance regarding the retention and disposition of the College records. It establishes who is responsible for maintaining the safe and secure storage of records, what types of records must be retained, the length of the retention period, and what records can be safely and securely destroyed.

SCOPE

An official record can be an original record, the only copy of a record retained by the College, or any copy deemed to be the official record. The official record is retained to satisfy legal, fiscal, and administrative retention requirements included in this policy. Any additional copies of official records can be disposed of when they are no longer needed, providing they contain identical information; an official record is identified; its completeness, authenticity and integrity is verified; and, it is retained for the period of time required by this policy.

The retention schedule is applicable to records that fall under the above definition regardless of format. Certain material has no evidential, fiscal, administrative, or historical value and, therefore, is not subject to this policy. It can be destroyed when it is no longer needed.

This includes:
- Extra copies created for convenience of reference
- External Publications i.e. books, magazines, catalogues, advertising material
- Blank forms, obsolete stationary/forms
- Transitory records, i.e. drafts that do not document significant steps in the development of a document or are summarized or produced in other form.

DEFINITIONS

Record: means a record of information in any form and includes information that is written, photographed, recorded, or stored in any manner, but does not include computer programs or other mechanisms that produce records [ref: The Local Authority Freedom of Information and Protection of Privacy Act, S.S. 1990-91, c. L-27.1].

Examples of records include emails, information stored in any electronic records management system (e.g. OCSM), electronic databases, documents, letters, handwritten notes, agreements, papers, texts, manuals, reports, journal books, drawings, sticky notes, etc.

Personal Information: means personal information about an identifiable individual that is recorded in any form, as more specifically defined in Section 23 of The Local Authority Freedom of Information and Protection of Privacy Act.

Record Holder: is the department, office or person responsible for the creation, distribution, use, maintenance, and disposition of a record. A record holder is responsible for ensuring that appropriate security measures are in place when managing or disposing of records. The responsible out-of-scope manager has ultimate accountability for a division's official records and is considered the Official Record Holder.

Permanent Record: includes any record that is vital to the continued functioning of Suncrest College or that has lasting historical significance. Permanent records have enduring fiscal, legal, administrative, and archival value and are retained indefinitely.

Administrative Record: Records pertaining to Administration or "Housekeeping" activities of the College not central to the mandated function of the College. These include: the management of

facilities, property, material, finances, human resources, and information systems. For example: time sheets, invoices, or P.Os.

Operational Record: Records relating to the operations and services provided by the College in carrying out the functions for which it is responsible according to statute, mandate, or policy. In most cases, operational records are distinct from administrative records and are typically unique to each institution. For example: student file, or grant application.

Transitory Record: Includes records of temporary usefulness that are needed only for a limited period of time, to complete a routine task, or to prepare an ongoing document.   They are not required to meet statutory obligations or to sustain administrative or operational functions. Once they have served their purpose, they should be destroyed. Examples of transitory records include duplicate copies, drafts and working materials, meeting notes after official minutes have been approved, telephone messages, print or electronic mail messages of short-term value, publications from outside of Suncrest College, advertising mail, blank forms, etc., that have no further use.

Transitory records that have been substantially annotated (altered with hand-written or other comments or notes) that may have future value to Suncrest College will be filed with the master version.

PROCEDURES

1. Records must be organized, retained for appropriate length of time, and disposed of in a safe and secure manner.

2. The official record may be a paper file, electronic file, or digital reproduction (Scanned copy). All scanned Official Records shall be deemed the Official and Original Record for Suncrest College, once validation testing is completed by the Designated Records Officer or designate.

3. The same rules and retention periods apply to both electronic and hard copies. However, the paper copies and electronic files are handled differently when ready for destruction/deletion.

4. The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP) states that documents containing personal information should be retained only as long as they are required for the purpose which they are created or collected. The attached retention schedule in this policy is a reasonable estimate of the time such records will be required. It is not the objective of this policy to outline in detail the requirements of LAFOIP.

5. Records are moved into storage following the record storage procedures (Included in document).

6.   If a particular record is not listed in the retention schedule, use the retention period listed for a record that is similar in nature and kind. If a person is unsure, the Designated Records Officer is responsible for contacting the Saskatchewan Archives Board for direction.

7.   All sensitive information is to be destroyed by confidential shredding or incineration.

8.   Transitory Records can be disposed of at any time. Where there is uncertainty if the record is transitory or an actual record consult with the Designated Records Officer before disposal.

9.   A permanent record is defined as a record that is scheduled for permanent retention. It must be accessible and retrievable at any time and in a format that is cost effective and legally acceptable. When working with an electronic medium, it is recommended that storage for long-term preservation be carefully considered. Permanent records should be secured in a suitable environment and protected as much as possible against accidental destruction or loss.

10.   When a department is purging files for storage, storage boxes should be clearly labeled with a description of contents and the appropriate date of disposal based on the disposal schedule. Each College department is responsible for annual disposal of its records.

11.   Upon completion of a retention period, records will be destroyed or deleted. Records should be destroyed in the presence of a witness. The Record Destruction Approval Form should be completed and retained. The form should include the list of documents being destroyed, date, location of the disposal, signature of approving manager and the signatures of the authorized persons witnessing the destruction.

12.   All records must be removed from College owned or leased equipment before it is transferred outside of the College or disposed of by any other means.

The following retention schedule is guided by the authority of Section 11 of The Archives Act, being Chapter A-26, revised Statutes of Saskatchewan, 1978; however, the Saskatchewan Archives Board is no longer involved in the approval of records disposal and the audit of records management processes on behalf of Regional Colleges as per The Archives Act 2004.

FINANCE/ACCOUNTING *(owners of the following documents)*

RECORD	RETENTION PERIOD (Indicates current fiscal year plus the number of years listed)	DISPOSAL RECOMMENDATION
Audited Financial Statements (included in Annual Report)	Permanent	Do not dispose
Audits (other)	7 years	Shred/delete

RECORD	RETENTION PERIOD (Indicates current fiscal year plus the number of years listed)	DISPOSAL RECOMMENDATION
Accounts Payable (Expense claims, Request for Cheques & Invoices)	7 years	Shred/delete
Accounts Receivable (Request for Invoices - employee, student, and external)	7 years	Shred/delete
Authorizations for expenditures (Cheque/Journal registers)	7 years	Shred/delete
Bank Reconciliation (includes bank statements)	7 years	Shred/delete
Budget revisions/submissions and related documentation (includes approved version)	Permanent	Do not dispose
Cancelled Cheques	7 years	Shred/delete
Cash Receipts	7 years	Shred/delete
Charitable donation receipts	7 years	Shred/delete
CRA Charitable Information Returns	7 years	Shred/delete
Credit card reconciliations, statements and receipts	7 years	Shred/delete
Deposit Books	7 years	Shred/delete
General Ledger	Permanent	Do not dispose
Insurance policy records	Permanent	Do not dispose
Month-end financial reports	7 years	Shred/delete
Purchasing contracts & tender documents	7 years	Shred/delete
Purchase Orders	7 years	Shred/delete
Receipt books	7 years	Shred/delete
Returned Cheques (NSF) and supporting documents	7 years	Shred/delete
Scholarships (includes records of payment)	7 years	Shred/delete
Subsidiary Ledgers	7 years	Shred/delete
Taxes (records related to GST)	7 years	Shred/delete
Write-offs (uncollected accounts)	7 years	Shred/delete
Year-end working papers and summaries	7 years	Shred/delete

ADMINISTRATION *(owners of the following documents)*

RECORD	RETENTION PERIOD (Indicates current fiscal year plus the number of years listed)	DISPOSAL RECOMMENDATION
Policy Manual	Permanent	Do not dispose
Policy correspondence	6 years	Shred/delete
Routine correspondence	2 years	Shred/delete
Contracts and Leases	6 years after termination or expiry	Shred/delete

RECORD	RETENTION PERIOD (Indicates current fiscal year plus the number of years listed)	DISPOSAL RECOMMENDATION
Risk Management & Insurance Policies	Condition +6 years	Shred/delete
Inventory Control Files	6 years (after item is no longer in use)	Shred/delete
Equipment manuals	Until equipment is replaced	Shred/delete
Original Forms (to be used for duplication)	2 years (after ceases to be current)	Shred/delete
College Annual Report (1 copy)	Permanent	Do not dispose
College Program calendars (1 copy)	Permanent	Do not dispose
Business Plan (1 copy)	Permanent	Do not dispose
College Newsletters	6 years	Shred/delete
Other College publications	2 years	Shred/delete
Staff Meetings: Minutes, reports,	6 years	Shred/delete
College Workshops: Minutes, reports, summaries	6 years	Shred/delete
Reports: research & consultation, graduate studies, doctoral studies on College operations	Permanent	Do not dispose
Records Disposal Documentation	Permanent	Do not dispose

MARKETING *(owners of the following documents)*

RECORD	RETENTION PERIOD (Indicates current fiscal year plus the number of years listed)	DISPOSAL RECOMMENDATION
Newspaper ads, radio spots	2 years	Shred/delete
College brochures, calendars, pamphlets, flyers	2 years	Shred/delete
Press Releases	2 years	Shred/delete

INFORMATION TECHNOLOGY *(owners of the following documents)*

RECORD	RETENTION PERIOD (Indicates current fiscal year plus the number of years listed)	DISPOSAL RECOMMENDATION
Employee network drive	7 years after termination	Delete
Employee cloud drive	7 years after termination	Delete

HUMAN RESOURCES *(owners of the following documents)*

RECORD	RETENTION PERIOD (Indicates current fiscal year plus the number of years listed)	DISPOSAL RECOMMENDATION

Personnel Files	7 years after termination	Shred/delete
Job Descriptions	6 years (after revision)	Shred/delete
Job Classification Plans Includes policy, forms, benchmarks, correspondence	6 years (after revision)	Shred/delete
Unsolicited Resumes/Job Applications	1 year	Shred/delete
Competition File (includes all documents provided by applicants, posting/advertising, job applications, resumes, interview guides)	6 years	Shred/delete
Seniority Lists	Permanent	Do not dispose
Re-Hire & Re-Employment Lists	Permanent	Do not dispose
Probation Reports	2 years	Shred/delete
Grievance & Arbitration Case	7 years after termination	Shred/delete

PAYROLL *(owners of the following documents)*

RECORD	RETENTION PERIOD (Indicates current fiscal year plus the number of years listed)	DISPOSAL RECOMMENDATION
Benefit Statements/Benefit Remittances (includes group life, medical and dental and union)	6 years	Shred/Delete
Employee Payroll Files (includes time records and records of employment)	7 years after termination	Shred/delete
Leave/Absenteeism Reports i.e. Sick/Vacation/Pressing Necessity Summary, Vacation Monitor, TOIL Report	6 years	Shred/delete
Payroll Register/Journal, Contract Summary	55 years	Shred/delete
Pension Remittance Reports Including Monthly Pension contribution reports	Permanent	Do not dispose
Salary Administration (payroll reports and Statistics) i.e. FTE Report, Cost Distribution, Terminations Report, Employee Listings	6 years	Shred/delete
T4's and CRA Remittance Statements & Supporting Documentation	6 years	Shred/delete

FACILITIES *(owners of the following documents)*

RECORD	RETENTION PERIOD (Indicates current fiscal year plus the number of years listed)	DISPOSAL RECOMMENDATION
Capital Projects Architect drawings, government approvals, progress reports, and any related correspondence	3 years after disposal of Property or building	Shred/delete

RECORD	RETENTION PERIOD (Indicates current fiscal year plus the number of years listed)	DISPOSAL RECOMMENDATION
Facility Management Reports Includes building inspections and any related correspondence	3 years	Shred/delete
Land Titles Documents 3 years after disposal of	Property or building	Shred/delete
Licenses and Permits	3 years	Shred/delete
Sales, Lease and Rental agreements	3 years upon termination/expiration of agreement	Shred/delete
Occupational Health and Safety Documents OH&S reports, incident forms, and any related correspondence	7 years	Shred/delete
Security Management and Safety Documents Including security system reports and any related documents.	3 years	Shred/delete

BOARD *(owners of the following documents)*

RECORD	RETENTION PERIOD (Indicates current fiscal year plus the number of years listed)	DISPOSAL RECOMMENDATION
Board Meeting Minutes	Permanent	Do not dispose
Board Meeting Reports	Permanent	Do not dispose
Agenda and Supporting Documentation	Permanent	Do not dispose
Board Booklet	Permanent	Do not dispose
Board Chairman Routine correspondence	Permanent	Do not dispose
Board Committee correspondence and reports	Permanent	Do not dispose
Orders in Council	Permanent	Do not dispose

APPLIED RESEARCH *(owners of the following documents)*

RECORD	RETENTION PERIOD (Indicates current fiscal year plus the number of years listed)	DISPOSAL RECOMMENDATION
Research Grant Documentation	6 years	Shed/Delete
Primary Research Data	Permanent	Do not dispose

STUDENT INFORMATION *(Registration/Admissions owns student files, Programs owns Program files, Learner Experience owns counselling files)*

RECORD	RETENTION PERIOD (Indicates current fiscal year plus the number of years listed)	DISPOSAL RECOMMENDATION
General Student Information		
Applications (Not Accepted)	1 year	Shred/delete
Canadian Language Benchmark Placement Test Booklet	2 years	Shred
Counselling Files documentation includes career & general advice; events, workshops	10 years	Shred/delete
Final Exams or evaluation documents	1 year	Shred/delete
Learning Support Records (Assessments and Psycho Educational Testing and Reports, Medical Documentation of a Disability part of permanent student record)	Permanent	Do Not Destroy
ETI records	1 year	Shred/delete
Registrar Program Files	2 years	Shred/delete
Scholarship Applications	6 years	Shred/delete
Student Attendance Forms	2 years	Shred/delete
Student Marks Summary	2 years	Shred/delete
Student Satisfaction Surveys/Student Follow-up Surveys	1 year	Shred/delete
T2202 forms	6 years	Shred/delete
Tutor Records (working documents, progress reports)	2 years	Shred/delete
Skills Training – Full-time & Part-time		
Official Student files (student correspondence, transcripts, application, Computer Use Agreement form, Registration form/Client Declaration form, Withdrawal/completion form, funding information, Conduct Documentation (including disciplinary actions) *Detailed list below	Permanent	Do Not Destroy
Adult Basic Education – credit and non-credit		
Official Student files (student correspondence, ABE forms, transcripts, application, Client Declaration form, Release forms, Computer Use Agreement form, Booklist release forms, funding information, Conduct Documentation (including disciplinary actions) *Detailed list below	Permanent	Do Not Destroy
GED / CACE exam session information	5 years	Shred/delete

RECORD	RETENTION PERIOD (Indicates current fiscal year plus the number of years listed)	DISPOSAL RECOMMENDATION
University		
Official Student files (Registration/Client Declaration forms, student correspondence, transcripts, funding information, Conduct Documentation (including disciplinary actions)	Permanent	Do Not Destroy
Program Files		
Skills Training Program Files	6 years	Shred/delete
Proposals	6 years	Shred/delete
Program Development Files	6 years	Shred/delete
Skills Training Allocation – Training Report 01	1 year	Shred/delete
Regional Needs Assessment	Permanent	Do not Destroy

Record Storage Procedures:

All records need to be stored according to the Records Management Retention and Disposal Schedule. The following procedures outline the storage requirements for paper and electronic records that contain confidential and/or personal information.

Active Record Storage
Security measures will be used to ensure that personal and confidential information is appropriately protected. Examples of these security measures are:
- the use of locked filing cabinets;
- physically securing offices where information is stored;
- the use of ID's, passwords, encryption, and firewalls;
- restricting employee access to information, as appropriate.

Paper Records:
Active paper records that contain personal or confidential information must be stored in locked filing cabinets where access is limited to authorized personnel who have legitimate need to access the information. Unattended filing cabinets must be locked prior to leaving them unattended. Employees must not allow personal and confidential information to be unsecure at any time.

Electronic Records:
Current electronic records that contain personal and confidential information must be protected using appropriate electronic security measures as determined by IT.

Active Student Electronic Files:
Active students are those that have finished a program in the past two academic years, those currently in programs, and those that are in the process of applying for programs. The files are stored by academic year of the program to which the student is related. The documents shall

be scanned, re-named, and e-filed by the Registrar and Program Assistants and Coordinators. These documents can be viewed by the appropriate personnel.

Archived Records Storage

Only official documents are to be stored. Copies of official records must be disposed of when they are no longer referenced. All sensitive information is to be destroyed by confidential shredding or incineration.

Paper records:
- When preparing records for storage:
  - Standard bankers' boxes must be used and must have a lid.
  - Bankers' boxes must be labelled on all four sides.
- The records retention label must detail:
  - 1) Fiscal Year
  - 2) Contents of the box
  - 3) Retention period
  - 4) "Destroy" followed by Destruction Date
- Each box must contain records that have the same retention period.
- All paper clips, spring clips and hanging file folders must be removed.
- Records with a retention period of less than three years are to be kept within each campus and must be stored and destroyed in accordance with this Policy
- Records with a retention period of three years or more must be sent to a storage facility
- The file storage facility will only accept boxes packaged according to these procedures and have the right to refuse boxes for storage that do not adhere to these procedures.

Electronic records:
Annually, electronic records for the past years will remain protected via means determined by IT, and viewed by appropriate personnel only.

Archived Student Electronic Files:
Two years after completion of a program, when the student has not applied for another program, the student file is archived. Non-record documents will be purged by the Registration department and the file moved to the alphabetical archive. (If the student re-applies after the file has been archived, a new folder is created in the active student file folders. Registration department will copy over the file to the active folder).

These student record e-files must never be removed or deleted from the system. Only the Registration department, VP Academics will have full access to Archived Student E-Files, other access will be restricted to view only.

The Permanent Student File should only contain the following:

- Application (online or paper scanned in)
- Transcripts

- Acceptance Letters (From Registrar)
- Required docs (CPR First Aid, Food Safe, TLR, PART etc.)
- Registration Forms
- Request for document forms
- Computer agreement forms
- Consent to Personal Image
- Disciplinary letters
- Withdrawal, Discontinuation, Probation Letters
- Sask Polytech or other brokering institution, Withdrawal, Discontinuation, Probation Forms
- Transfer Credit Requests
- Academic Integrity & Student Conduct Agreement
- Confidentiality Agreement
- HSPNet Consent Form
- WCB Forms
- Work-Based Learning Consent Agreement
- Sask Polytech Student Confidentiality
- Sask Polytech Consent to Release or obtain Information
- Appeal docs/forms
- Learning Assessments

Record Disposal and Deletion:
All records need to be disposed of according to the Records Management Retention and Disposal Schedule. The following procedures outline the storage requirements for paper and electronic records that contain confidential and/or personal information.

Paper Records:
Paper *records which contain personal and confidential information must never be recycled. These records must be completely destroyed, via confidential shredding, or incinerated.*

Annually all campus and storage facilities should be checked for documents ready for disposal.

Either a secure, confidential shredding service may be used or confidential shredding can be completed using the College's shredding equipment.

Electronic Records:
Electronic records must initially be deleted by the record owner. Appropriate destruction methods are outlined below for specific storage media:
- Electronic records deleted from a computer's hard drive, will be stored in the Recycle Bin on that computer. The employee is required to empty the recycle bin to ensure permanent deletion.
- Electronic records stored in the cloud maybe direct to a recycle bin. The employee is required to empty the recycle bin if necessary to ensure permanent deletion.

- Electronic records deleted from a network drive are permanently deleted. However, backup devices, stored in a secure location, will contain the record until the next backup re-writes the data.

If there is doubt regarding the age of a document and whether it shall be disposed of, the employee shall check the record's last "Date Modified" to compare to the Document Retention Schedule. If further advice is needed, check with the Designated Records Officer and/or Information Technology Staff.

Electronic Media Records:
Electronic media includes items such as computers, cell phones, fax machines, photocopiers, printers, as well as portable/removable storage devices such as CDs, DVDs, and USB drives. All records shall be permanently deleted from electronic media by Information Technology Staff.

When electronic media needs to be permanently destroyed, Information Technology Staff will use approved methods to ensure no existing data is readable or recoverable prior to disposal.

LEGISLATIVE AND COLLECTIVE AGREEMENT REFERENCES

The Local Authority Freedom of Information and Protection of Privacy Act (LA FOIP)

Sask Archives – Managing Official Electronic Records Guidelines

Saskatchewan Government Records Retention and Disposal guide

LINKS TO OTHER RELATED POLICIES, DOCUMENTS, AND WEBSITES

Clean desk Policy

Saskatchewan Polytechnic – Records Management Policy

Saskatchewan Polytechnic – Records Management Procedures

APPENDIX A
Electronic File Storage and Naming Convention Guide

Electronic File Storage (Folder Creation)
Follow these points to create an electronic file storage system (folders) for ease of filing, sorting and file retrieval.

- Do not store files on personal drives. Use Shared Drive to allow for multiple users to access necessary folders and files within them
- No personal names in any folders; *Use Title, Position or Item (Subject)*
- Subfolders should not go deeper than five (5) levels down into the filing structure
- Do not use abbreviations in file names unless abbreviation is listed in root folder name.
  - (E.g. Folder name = Primary Care Paramedic (PCP), then files inside folder may use PCP.)
- 225 Characters maximum allowed in one file/folder name (including all the folder and subfolder names).

Naming Standards for Electronic Files
Within each folder, the naming of files should be consistent. All file names will clearly indicate the content of the document. In many cases the file name will consist of two pieces: 1) a standard (year, date, etc.) and 2) a description of the file contents.

Correct formats include:
- By Year: use YYYY MM DD   (i.e.: 2015 12 31), plus the description of the file
- Do not include words from the folder name in the file name. E.g. IF the first level folder is called committees, then the second level folder should be called "Social" not "Social Committee" and the file should be "2016 04 02 Minutes" not "2016 04 02 Social Committee Minutes"

Student Files Naming Conventions
Student Folders
To allow for search functionality, it is important to follow the correct naming conventions, as depicted below. The folders will be named:

- Surname (Maiden name), Firstname Middlenames - PSE#

Within the Student Folders
If there is reference to multiple programs for one student, a separate file will be created in the student folder for the separate programs. The program folders will be named:

- YYYY (month)* Program name
  *If necessary/applicable

For the individual digital files making up the content on the student there are a number of different possibilities. Follow the examples below. In general, each file should be named Date what-is-in-the-file. The dates should be written out as follows: YYYY MM DD e.g.2016 02 28

- Names of additional certificates, application forms, etc. written in full

Program Assessment Information:
Includes qualifications, certificates/tickets placement tests that are necessary to make an acceptance decision. This includes all transcripts – transcript must be name either original or copy depending on the scanned document. File should be named as follows:

- Original (High School)* Transcript
  * use the type of transcript (i.e. University, College)
- Copy (High School)* Transcript
  * use the type of transcript (i.e. University, College)
- YYYY MM DD-Transcript Assessment
- YYYY MM DD-Type of Evaluation
- YYYY MM DD-NAME OF TEST (e.g. 2016 01 20-CAAT)
- YYYY MM DD - Name of Certificate (e.g. CPR Certificate)

Consent to Share/Confidentiality Information:

- YYYY MM DD-Consent to Share Information

Email Correspondence:
Any email that is considered to be pertinent to the student file should be saved in the student file

- YYYY MM DD-Email subject

General Program Information:
Includes the list below along with the application form, immunization records, and criminal record checks. All Add/Drop courses forms from the supplying institution. All documents related to applying for, being accepted into, taking the program and leaving the program.

- YYYY MM DD-Name of Item (e.g. 2016 03 08 - Business Application)

*Note: Use the date the document was signed, or the application happened. If the date is not relevant use the date scanned.
- YYYY MM DD-Notice of Sponsorship
- YYYY MM DD-Transfer Credit Request
- YYYY MM DD- (Sask Polytech*) Registration form *name of institution
- YYYY MM DD-Confidentiality Agreement
- YYYY MM DD-Application for Admission
- YYYY MM DD-Program Acceptance Letter

- YYYY MM DD-Program Denial Letter
- YYYY MM DD-Program SAS Letter
- YYYY MM DD-Program waitlist Letter
- YYYY MM DD-Change of Name Certificate
- YYYY MM DD-Type of Evaluation
- YYYY MM DD-Course Registration
- YYYY MM DD-Notice of Withdrawal
- YYYY MM DD-Program grad/leaver forms

Letters:

- YYYY MM DD-Letter type

Scholarship Information:
Includes scholarship offers and any letters regarding scholarship information.

- YYYY MM DD-Scholarship Offers
- YYYY MM DD-Scholarship letter

Learner Services:
These files could be stored within the student file proper or within a secure learner files location. Documents would include any information regarding a student's disability - accommodation plans, grants, and any correspondence that relates to the disability; files related to issues with learning/attendance; files relating to academic advising. Issues forms are others can be included here.

- YYYY MM DD-file type
- YYYY MM DD-Learner Contract
- YYYY MM DD-Learning and Career Plan
- YYYY MM DD-Basic Education Intake Interview