

Record Retention



Policy Number: 02.020	Responsible Office: Human Resources	Governing Body: College Council	Last Review Date: September 2014
Scope: This policy applies to the membership of College Council			

The College acknowledges its responsibility to preserve information relating to litigation, audits and investigations. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the College and its employees and possible disciplinary action against responsible individuals (up to and including termination of employment). Each employee has an obligation to contact the Chief Financial Officer or his/her designee to inform them of a potential or actual litigation, external audit, investigation or similar proceeding involving the College that may have an impact on record retention protocols.