
STUDENT PERSONNEL FILES – TERMINATED

Description: Consists of records relating to student employees in temporary positions (e.g. co-op, work term, GradSWEP, bursaries or graduate/teaching assistantship in receipt of funding). Documents include student employment history from initial hiring forms to end of student employment.

Filing Guidelines: Records must be securely stored until final disposition. It is the responsibility of the Department of Human Resources to maintain any records that are submitted to HR from the Unit. Once submitted to HR, the Unit is deemed to have a copy. Copies are considered transitory records and should be disposed of according to the Information Management policy.

MUNCLASS Function:	Human Resources (HR)
Responsible Unit(s):	Department of Human Resources
Retention:	Current Year employment terminated + 7 years
Disposition:	Destroy
Media:	Paper and/or electronic
Authority:	Anticipated Operational Use, <i>Income Tax Act (RSC 1985)</i>