

**Directory of Records Changes**  
**Financial Management, Safety and Security Sections**  
Effective November 9, 2016

**Financial Management**

SERIES	CHANGE	COMMENT
FM150-02 Fees – Credit Students – Fee Batch Lists	Rename to “Accounts Receivable - Tuition Fees” General update	<ul style="list-style-type: none"> <li>Documents the processing and payment of fees assessed for credit tuition</li> <li>Retention rule = 7 years after fees paid; disposition is secure destruction.</li> </ul>
FM150-04 Fees – Credit Students – SABS Batch Source documents	Delete this classification	<ul style="list-style-type: none"> <li>SABS = Student Account Billing System, now obsolete</li> <li>Equivalent information is included within revised FM150-02.</li> </ul>
FM150-06 Fees – Credit Students – Revenue Canada records	Rename to “Tuition Fees – Canada Revenue Agency records” General update	<ul style="list-style-type: none"> <li>Documents preparation for CRA relating to tuition fee and scholarship payments</li> <li>Retention rule = 7 years after forms issued; disposition is secure destruction.</li> </ul>
FM150-08 Fees – Credit Students – Student Aged Account lists	Delete this classification	<ul style="list-style-type: none"> <li>Equivalent information is included within revised FM150-02.</li> </ul>
FM150-10 Fees – Credit Students – Purged fee transactions	Delete this classification	<ul style="list-style-type: none"> <li>Equivalent information is included within revised FM150-02.</li> </ul>
FM150-50 Fees – Credit Students – Student Account Billing System	Delete this classification	<ul style="list-style-type: none"> <li>Equivalent information is included within revised FM150-02.</li> </ul>
FM155-20 Financial Transactions – Accounts Payable	Rename to “Accounts Payable” General update	<ul style="list-style-type: none"> <li>Primary offices include Accounting Services and units responsible for payments independent of Accounting Services</li> <li>Secondary office retention changed to 2 years from 1, to accommodate longer administrative need.</li> </ul>
FM155-30 Financial Transactions – Accounts Receivable (non-tuition)	Rename to “Accounts Receivable” General update	<ul style="list-style-type: none"> <li>Documents the processing and payment of all accounts receivable including non-credit tuition fees, but excluding credit tuition fees.</li> <li>Secondary office retention changed to 2 years from 1, to accommodate longer administrative</li> </ul>

SERIES		CHANGE	COMMENT
			need.
FM155-40	Financial Transactions – Bank Account records	Rename to “Bank Account Records” General update	<ul style="list-style-type: none"> <li>Primary offices include Accounting Services and other units maintaining original banking records.</li> </ul>

## Safety and Security

SERIES		CHANGE	COMMENT
SA100	Emergency Preparedness	Rename to “Emergency Management” and renumber from SA140	<ul style="list-style-type: none"> <li>Retention rule established – keep emergency plans until superseded, Emergency Operations Centre records until no longer required for review and analysis</li> <li>Disposition – transfer records of Emergency Operations Centre to Archives.</li> </ul>
SA150	Business Continuity Plans	New classification as activity not previously documented in DOR	<ul style="list-style-type: none"> <li>Documents the development and publication of plans to direct recovery of business following a disabling situation</li> <li>Retention &amp; disposition: keep until superseded, transfer a selection based on precedent to Archives.</li> </ul>
SA200	Safety and Security Problems	Renumber from SA405 Re-title to “Security Incidents” as all safety and security problems are handled as “incidents”	<ul style="list-style-type: none"> <li>Retention &amp; disposition established: keep for 5 years after date of incident; secure destruction.</li> </ul>
SA250	Security Services	Renumber from SA415 General update	<ul style="list-style-type: none"> <li>Documents regular CSEC activities as well as operation of alarm systems and video surveillance systems</li> <li>Retention &amp; disposition established: keep for 3 years after superseded; secure destruction.</li> <li>Refers to Surveillance systems procedures for retention/disposition of the records established under those procedures.</li> </ul>
SA300	Motor Pool Services	Renumber from SA475	<ul style="list-style-type: none"> <li>Update language to reflect applicability to all University owned vehicles</li> <li>Retention &amp; disposition established: keep for 3</li> </ul>

SERIES		CHANGE	COMMENT
			years after vehicle disposed of; secure destruction.
SA350	Traffic Regulation	Re-title to "Parking Services" Renummer from SA475 General update	<ul style="list-style-type: none"> <li>Retention rule established; violations kept for 3 years, remainder kept for 1 year after obsolete.</li> <li>Disposition = secure destruction.</li> </ul>
SA195	Harassment Complaints and Reports	Delete this classification	<ul style="list-style-type: none"> <li>Will be integrated into the Equity classification in HR section</li> </ul>
SA395	Reports and Statistics	Delete this classification	<ul style="list-style-type: none"> <li>Covered in <a href="#">AD005 Administrative Planning and Reporting</a></li> </ul>