



## Records Disposition Process

Note that “disposition” can mean either destruction or transfer to the University Archives, as indicated by the relevant retention schedule, and applies to both paper and electronic records.

The disposition of University Records is governed by the University Records Management Policy and the retention rules outlined in the Directory of Records (DOR):

### University of Victoria Records Management Policy

<http://www.uvic.ca/universitysecretary/assets/docs/policies/IM7700.pdf>

### Directory of Records

[www.uvic.ca/dor](http://www.uvic.ca/dor)

The Records Management Policy requires that the Primary Office for the records (the office that holds the authoritative records, typically the original) apply for approval for disposition of records.

Note that [transitory records](#) can be disposed of as soon as they are no longer needed. See [What Records Do I Need to Keep](#) for more information, or contact the Archives for advice.

Consider the following when disposing of records:

### 1. Has the retention rule elapsed for these records?

The Directory of Records [www.uvic.ca/dor](http://www.uvic.ca/dor) lists the approved records rule for each record type:

Human Resources HR140-20 Employees - Employment Processing case files	
The purpose of HR140 is to document the process of staffing positions other than faculty, senior administration, casual employees and work study students.	
<b>Scope and Contents</b>	Secondary 20 includes employment applications, internal employment applications, resumes, letters of reference, recommendations for appointment, appointment status notices, copies of immigration documents, employee history sheets and related documentation and correspondence.
<b>Authority</b>	<b>Vital Records</b> No
<b>Primary Offices</b> Human Resources	<b>Official Media</b>  <b>Electronic Systems</b>
<b>Retention rule</b>	Primary office: Keep for 1 year after decision made or 1 year after completion of any appeal process. For records related to academic and senior administrative searches, see HR010. Other offices: Transfer records of successful candidate to HR350 Personnel Records. Return Employment Processing file to HR office. Keep summary of decision for 1 year after decision made or 1 year after completion of any appeal process, then secure destruction.
<b>Disposition</b>	Secure destruction. Every 5 years, transfer to Archives a representative sample of processing case files (CUPE 917, CUPE 951, PEA), selected by University Archivist. Transfer records of successful candidate to HR350 Personnel Records. Restricted access under FIPPA, s. 36
<b>Appraisal Rationale</b>	Legal: 1 year - British Columbia FOI/POP Act, Section 31. Administrative: Required to administer and track process until position filled and appeal period over. Long term: Selective retention of representative sample required to document significant administrative changes.
<b>Approval Date</b>	1995-12-20





## 2. Are you the primary or secondary office for these records?

[www.uvic.ca/dor](http://www.uvic.ca/dor) will specify the primary office(s) for each series – in the example above Human Resources is identified as the Primary Office. Human Resources must apply for approval to dispose of these records. Other (secondary) offices may destroy these records once the retention rule has elapsed – in this case one year after any appeal process has been completed – without having to apply for approval.

## 3. What forms to use?

There are two forms, one for records WITH an approved rule (as indicated by the entry in the Approval Date field illustrated above) and one for records WITHOUT an approved rule (there will be no Approval Date).

Both forms are available as fillable PDFs here:

<http://www.uvic.ca/recordsmanagement/resources/forms/index.php>

Complete the forms and have them signed by the Unit Head, then forward to the Archives for the approvals.

You will receive the form back with the approvals. If the records are to be destroyed see here for more information: <http://www.uvic.ca/recordsmanagement/disposition/destruction/index.php>

Once destroyed, confirm that on the form and forward the original to the Archives for filing.