

Section	Administrative Procedure Number
Operational Procedures	RCJTC AP.04.02
Administrative Procedure Title	
Records Retention Procedure	
Date	Revised
December 20, 2013	

It is the responsibility of RCJTC to designate a person to be responsible for records retention with direct reporting to the General Manager. The designated person should have appropriate knowledge of and access to departmental financial data.

Designated personnel and all RCJTC staff are required to comply with the following.

Retention Periods

The required retention period for all documents associated with the RCJTC is seven (7) years + current year. At the end of the required retention period, documents should be destroyed in an acceptable manner.

The Retention Guideline Schedule can be used to determine how long documents have to be retained and when they can be destroyed. The Table of Laws and Citations shall be followed and the Classification and Retention Guideline Schedule will serve as a guide for retention and disposal of records. As laws are regularly changing, it should be noted that this is a living document and there will be directions for deviations for specific retention periods from time to time.

Related RCJTC Policy

P.04 *Operational Policy*

Related RCJTC Administrative Procedures

Related RCJTC Forms

F.04.02.1 *Table of Laws and Citations with Record Retention Requirements*

F.04.02.2 *Records and Information Management Classification and Retention Guideline Schedule*

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