

## Record Retention Policy

H-56

LONG TITLE	Record Retention Policy	DATE OF ENACTMENT	12 April 2022
		LAST AMENDED	
REFERENCE No.	H-56	NEXT REVIEW	01 May 2024
CATEGORY	Human Resources	COMPETENT CHAMBER	CUSA Board

## Intent

The intent of Carleton University Students' Association's Human Resources Retention Policy is to outline record retention guidelines in accordance with legislative requirements.

## Guidelines

All Human Resources records shall be maintained and easily accessible in the event of an audit.

Where a document has reached its expiration date, the organization shall either:

- a) Destroy, either by paper shredding or permanent deletion from electronic sources, or
- b) Render the personal information non-identifying so that it can no longer be used to identify an individual.

## Personal Information

Carleton University Students' Association commits to collecting and retaining personal information as listed below for the sole purpose of managing its business (in accordance with the *Personal Information Protection and Electronic Documents Act (PIPEDA)*).

- Name
- Address
- Telephone number
- Date of birth (only if the employee is a student under the age of 18 – to be kept for 3 years after the 18<sup>th</sup> birthday or after the end of employment)
- Social Insurance Number
- Payroll records
- Beneficiary information
- Start date of employment
- End date of employment
- Written agreement(s) to work excess hours
- Education history
- Records relating to legislated leaves
- Information contained on the wage statement
- Days and hours worked

- Hours worked in excess of a salaried employee's regular schedule
- Substituted day off for public holiday
- Records pertaining to vacation time and pay

## Record Retention

In accordance with Ontario's *Employment Standards Act*, subsection 15(5), the employer shall retain or arrange for some other person to retain these records for at least three (3) years after the employee ceased to be employed by the employer.

In accordance with Ontario's *Confined Spaces, O Reg. 632/05*, in the case of a workplace that is not a project; the employer shall retain every assessment, plan, co-ordination document, record of training, entry permit, record of inspection, and record of atmospheric tests for the longer of these two (2) periods:

- One (1) year after the document is created; or
- The period that is necessary to ensure that at least the two (2) most recent records of each kind that relate to a particular confined space are retained, subsection 21(1).

In accordance with Ontario's *Confined Spaces, O Reg. 632/05*, in the case of a workplace that is a project, the employer or constructor shall retain every assessment, plan, co-ordination document, record of training, entry permit, record of inspection, and record of atmospheric tests for a period of one (1) year after the project is finished, subsection 21(2)(a).

In accordance with Ontario's *Construction Projects, O Reg. 213/91*, subsection 19, an employer shall keep the following records for a period of at least one (1) year after the completion of a project:

- Any accident, explosion or fire involving a worker that causes injury requiring medical attention but does not disable the worker, subsection 10(1);
- Any record of training in a fall protection system, subsection 26.2.

In accordance with Ontario's *Construction Projects, O Reg. 213/91*, subsection 352(12), records of medical examinations, tests, medical treatment and worker exposure to compressed air must be kept in a secure place by the project physician who has conducted the examinations and tests for a period of at least six (6) years.

In accordance with Ontario's *Health Care and Residential Facilities, O Reg. 67/93*, subsection 5(3), if an accident, explosion or fire at a facility causes injury that requires medical attention but does not disable a worker from performing his or her usual work, Carleton University Students' Association will produce a record containing the following and retain it for a period of at least one (1) year following its production:

- The nature and circumstances of the occurrence and the injury sustained;
- The time and place of the occurrence;
- The name and address of the injured worker; and
- The steps taken to prevent a recurrence.

In accordance with Ontario's *Industrial Establishments, RRO 1990, Reg. 851*, subsection 5(3), where an accident, explosion or fire causes injury that requires medical attention but does not disable a worker from performing his or her usual work, the record shall be kept for:

- A period of at least one (1) year; or
- Such longer period as is necessary to ensure that at least the two (2) most recent reports or records are kept, subsection 6(a) (b).

In accordance with Ontario's *Mines and Mining Plants, RRO 1990, Reg. 854*, where an accident, explosion, or fire causes injury that requires medical attention but does not disable a worker from performing his or her usual work, the record shall be kept by Carleton University Students' Association and include::

- The nature and circumstances of the occurrence and the injury sustained;
- The time and place of the occurrence; and
- The name and address of the injured person.

In accordance with Ontario's *X-Ray Safety, RRO 1990, Reg. 861*, where a worker is working with X-rays and is issued with a personal dosimeter, an employer shall retain the records from this personal dosimeter for a period of at least three (3) years, subsection 12(5).

## Payroll Records

Canada Revenue Agency requires the retention of all employee records pertaining to taxation and payroll for at least six (6) years from the end of the last taxation year. These records can be kept in paper or electronic format. They may include:

- CPP contributions, as per the *Canada Pension Plan*, subsection 24(2);
- EI premiums, as per the *Employment Insurance Act*, subsection 87(3);
- Taxes withheld, as per the *Income Tax Act*, subsection 230(4)(b);
- The hours worked by each employee;
- Form TD1, Personal Tax Credits Return;
- Form TP1015.3, Source Deductions Return (Quebec only);
- Canada Revenue Agency letters of authority which allow organizations to reduce the tax deductions for certain employees for a specific year;
- All information slips and returns filed.