



## QUALITY RECORDS MASTER LIST

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Ref.	Title	Location	Retention	Method of Disposal
-	Students Financial Records	Business Office	8 years	Archive
-	Employee Statutory Records	Business Office	Indefinitely	-
-	Staff Files	President's Office	Indefinitely	-
-	Supplies Records	Business Office	3 Years	Archive
-	Minutes of Academic Committee Meetings	Vice President Academic Affairs' Office	3 Years	Archive
-	Minutes of Administrative Committee Meetings	President's Office	3 Years	Archive
-	Minutes of Board of Directors Meetings	President's Office	3 Years	Archive
-	Minutes of Curriculum Committee Meetings	Vice President Academic Affairs' Office	3 Years	Archive
-	Minutes of Student Affairs Committee Meetings	Vice President Student Affairs' Office	3 Years	Archive
-	Minutes of Student Body Meetings	Vice President Student Affairs' Office	3 Years	Archive
F1	Document Control Sheet	Electronic	Indefinitely	-
F2	Back-up Log	Every Office	3 Years	Shred
F3	External Document Listing	Quality Assurance Office	Indefinitely	-
F4	Quality Records Master List	Quality Assurance Office	Indefinitely	-
F5	WIST Curriculum Questionnaire - Faculty	Assistant Registrar's Office	3 Years	Archive
F6	WIST Curriculum Questionnaire - Students	Assistant Registrar's Office	3 Years	Archive
F7	Pastor-Intern Contract	Vice President Student Affairs' Office	3 Years	Archive



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Ref.	Title	Location	Retention	Method of Disposal
F8	Statement of Expectations	Vice President Student Affairs' Office	3 Years	Archive
F9	Monthly Plan	Vice President Student Affairs' Office	3 Years	Archive
F10	Monthly Reflection	Vice President Student Affairs' Office	3 Years	Archive
F11	Intern's Evaluation	Vice President Student Affairs' Office	3 Years	Archive
F12	Supervisor's Evaluation	Vice President Student Affairs' Office	3 Years	Archive
F13	Lecturer's Course Evaluation	Assistant Registrar's Office	3 Years	Archive
F14	Attendance and Grade Report	Assistant Registrar's Office	8-years	Archive
F15	Attendance Registrar's Office	Assistant Registrar's Office	8 years	Archive
F16	Spiritual Formation Initial Review	Vice President Student Affairs' Office	8 years	Archive
F17	Spiritual Formation Mid-Year Review	Vice President Student Affairs' Office	8 years	Archive
F18	Invoice	Business Office	8 years	Archive
F19	Faculty Update Form	President's Office	Indefinitely	Archive
F20	Performance Evaluation Form	President's Office	Indefinitely	Archive
F21	WIST Grievance Form	Vice President Student Affairs' Office	8-years	Archive
F22	Christian Service Record	Vice President Student Affairs' Office	8-years	Archive
F23	Ministry Involvement/Expertise Data Form	Vice President Student Affairs' Office	8-years	Archive
F24	Academic Aid	Vice President Student Affairs' Office	8-years	Archive
F25	Admission Enquiry Form (Preliminary Application)	Registrar's Office	8-years	Archive



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Ref.	Title	Location	Retention	Method of Disposal
F26	Student Application Form	Registrar's Office	8-years	Archive
F27	Educational Experience	Registrar's Office	8-years	Archive
F28	Student's Medical Form	Registrar's Office	8-years	Archive
F29	Physical Examination Form	Registrar's Office	8-years	Archive
F30	Pastor's Recommendation for Admission	Registrar's Office	8-years	Archive
F31	Elder's/ Employer's Recommendation for Admission	Registrar's Office	8-years	Archive
F32	Student Agreement		8-years	Archive
F33	Student Pledge	Student Council Office	8-years	Archive
F34	Credit Transfer Request Form	Registrar Office	8-years	Archive
F35	Course Registration Form	Assistant Registrar's Office	8-years	Archive
F36	Add/Drop Course Form	Registrar Office	8-years	Archive
F37	Lecturer's Evaluation Summary Report	Assistant Registrar's Office	8-years	Archive
F38	Student Course Satisfaction Survey	Assistant Registrar's Office	8-years	Archive
F39	Student Grade Query Slip	Assistant Registrar's Office	8-years	Archive
F40	Student Letter Request Form	Registrar Office	8-years	Archive
F41	Graduation Request Form	Registrar Office	8-years	Archive
F42	Transcript Request Form	Assistant Registrar's Office	8-years	Archive
F43	Student Leave of Absence Request	Registrar Office	8-years	Archive



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Ref.	Title	Location	Retention	Method of Disposal
F44	Application for Extension of Time	Registrar Office	8-years	Archive
F45	Student File Index	Assistant Registrar's Office	8-years	Archive
F47	Class Contact Information	Assistant Registrar's Office	8-years	Archive
F48	Temporary Roll	Assistant Registrar's Office	8-years	Archive
F49	Lecturer Interview Scoring Sheet	President's Office	8-years	Archive
F50	New Employee Orientation Checklist	President's Office	indefinitely	Archive
F51	Petty Cash Vouchers	Business Office	3 years	Archive
F52	Cheque Vouchers	Business Office	3 years	Archive
F53	Petty Cash Voucher Summary	Business Office	3 years	Archive
F54	Incomplete Grade Slip Note	Assistant Registrar's Office	8-years	Archive
F56	Internship Record	Vice President Student Affairs' Office	8-years	Archive
F57	Maintenance Inspection Checklist	Plant Manager	8-years	Archive
F58	Internal Audit Schedule	Quality Assurance Office	2-years	Archive
F59	Internal Audit Plan	Quality Assurance Office	2-years	Archive
F60	Corrective Action Report	Quality Assurance Office	2-years	Archive
F61	Preventive Action Report	Quality Assurance Office	2-years	Archive
F62	Non conformance Action Card	Quality Assurance Office	2-years	Archive
F63	Computation of Charges	Business Office	8-years	Archive



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Ref.	Title	Location	Retention	Method of Disposal
F64	Student Course Breakdown Slip	Assistant Registrar's Office	8-years	Archive
F66	Completion Rate Spreadsheet	Vice President Academic Affairs' Office	8-years	Archive
F67	Withdrawal Rate Spreadsheet	Vice President Academic Affairs' Office	8-years	Archive
F68	Maintenance Work Plan	Plant Manager's Files	5-years	Archive
F69	Supply Request Form	Business Office	8-years	Archive
F70	Exit Interview	President's Office	10-years	Archive
F71	Academic Record	Registrar Office	8-years	Archive



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