

Records management policy

Policy statement

The retention of specific records is required for operation and administration of the College, to protect assets and document obligations, and to provide evidence of activities in litigation. Records management policies and procedures allow public access to designated records, and protect the privacy of individuals, as required by the Freedom of Information and Protection of Privacy Act.

Guidelines

1. This policy applies to the administrative and operational records of Bow Valley College (all administrative departments and program areas).
2. Administrative records include original minutes, correspondence, policy and procedural documents, reports, financial documents created or received by Bow Valley College in the conduct of its business. Operational records include original curriculum records, student records and program records held by the Registrar or program areas. These records may be in any medium: paper documents, photographs, plans, drawings, audiovisual materials, or electronic files. [See attached list of definitions.]
3. This policy does not apply to draft documents, working copies, letters of transmittal, duplicate copies, library or reference materials and documents of a transitory nature. These materials are considered non-record material and can be disposed of.
4. Records of permanent value will be held by the office of origin (record creator). Access and safe keeping of these records will be the responsibility of that office. These records will be preserved for the following purposes:
 - 4.1. litigation and legal research;
 - 4.2. policy research;
 - 4.3. to protect the rights and document the responsibility of Bow Valley College;
 - 4.4. to provide documentation which protects the assets of Bow Valley College;
 - 4.5. to support educational, institutional, and historical research.
5. Each department will be responsible for identifying, boxing and transferring inactive records to the College's designated storage area. Records transferred to storage are those which have not exceeded their destruction date and are not designated for permanent retention.
6. Destruction of records which have exceeded the defined retention period should be carried out on an annual basis (at the end of each fiscal year) by the departments.
 - 6.1. The Records Retention and Disposal Guidelines are to be regularly reviewed to ensure that legal and business requirements are met.
 - 6.2. Records must not be destroyed without the written authorization of the Vice-President, Development & Corporate Services.
 - 6.3. Destruction is to be carried out under controlled and confidential conditions, by shredding of paper and microfilm, or by permanent erasure of electronic records.
 - 6.4. The Vice President responsible for records will permanently retain a register of records which have been destroyed.
7. On an annual basis, the College will conduct an audit of all departments and program areas to ensure that they are complying with the records management policy. Specifically, the audit will review:

- 7.1. identification and transfer of inactive records to designated storage area
 - 7.2. adherence with the College's Records Retention and Disposal Guidelines
 - 7.3. protection of permanently valuable records
 - 7.4. access practices, with particular emphasis on privacy provisions of FOIP legislation
 - 7.5. handling of formal requests received under FOIP
8. The Vice President responsible for records is responsible to coordinate the records management program at the College, specifically to provide advisory services to departments in records creation, retention and disposal, records storage, and standardized filing systems as required. The Vice President responsible for records are responsible to assist staff with access and privacy issues, specifically related to Freedom of Information and Protection of Privacy Legislation.

Procedures

1. Preparing non-current records for storage:

Action Department

Each department is responsible for preparing inactive records for storage. Inactive records are those no longer required for the conduct of immediate business.

At the end of each fiscal year, the department reviews files to determine activity or inactivity of its records as per the College's Records Retention and Disposal Guidelines.

Records must be boxed in appropriate storage containers and a listing of files must be attached to the box. Boxes must be clearly marked with the following information:

- Record Custodian: Department and Office
- Date range of material contained in the box (e.g. "1995 - 1998")
- File list or contents description
- Date for destruction (e.g. "Destroy in 2005")

The department is responsible to ensure that the inactive records are transferred to the storage area. While these records are in storage they remain the responsibility of the transferring department until destruction. Facilities staff are *only* responsible to ensure:

- storage area is clean and shelving/equipment in good order
- access to records is granted only to transferring department
- other access requests require written consent of records custodian.

2. Safeguarding Permanent and Archival Records:

Department

Each department is responsible to identify (as per the College's Records Retention and Disposal Guidelines) those records in its custody which must be permanently retained.



Permanent records (such as original board minutes) must be protected and maintained, even if they are no longer required for immediate business use. Departments are required to implement procedures which protect these records from loss, damage and deterioration. These records should be maintained on a stable medium (such as microfilm or permanent paper) and housed in secure cabinets or archival quality boxes. The College will provide supplies of permanent paper or proper storage containers for these permanently valuable records.

Definitions:

Records:

Documents containing data or information of any kind and in any form, created or received and accumulated by an organization or person in the transaction of business or the conduct of affairs and subsequently kept as evidence of such activity.

Records retention and disposal guidelines:

A list of documents/records and dates for which they must be kept, as well as authorized destruction periods.

Non-Records:

Draft documents, working copies, letters of transmittal, duplicate copies, library or reference material from an external source, and documents of a transitory nature (e.g. most announcements on e-mail)

Permanent records:

Those records which must be retained permanently by a department for legal, historical or administrative purposes. Permanent records are retained for the life of the institution.

Office of Origin or Record Custodian:

The office, individual or department official responsible for creating, receiving and maintaining the record. The custodian of the record is defined in the College's Records Retention and Disposal Guidelines (e.g. Human Resources is the custodian of employee records).

Archival records:

Records which have historical or enduring value beyond the life of an institution and should be preserved for posterity.

Active records:

Those records required for the day-to-day functioning of an office.

Superseded:

A record or document which has been substantially updated or revised (e.g. policy document) is considered superseded.

Inactive records:

Those records which are no longer required for the conduct of immediate business, and which therefore can be transferred to storage or destroyed.

Selective retention:

Only selective documents or parts of the record series of files will be retained (based on legal or historical value).

Data sheet**Accountable Officer**

Vice President, Strategy & CIO

Responsible officer**Approval****Contact area****Relevant dates**

Approved	February 23, 2000
Effective	February 23, 2000
Next review	February 2003
Modification history	<ul style="list-style-type: none">• Rebranded 2021• Policy Committee reviewed and updated numbering format January 2022
Verified by	Office of the President, March 2022*

Associated policy**Directly related procedure(s)****Directly related guideline(s) (if any)****Related legislation**