

Policy Name:	RECORDS MANAGEMENT	 coast mountain college
Approved By:		
Approval Date:		
Amendment Date:	N/A	
Policy Holder:	Vice President, Corporate Service	
Policy Number:	ADM-006	
Category	Administration	

RECORDS MANAGEMENT

1.00 PURPOSE

Coast Mountain College (the College) recognizes that efficient management of its records is necessary to support the effective overall management of the institution. This policy is designed to comply with the College's statutory and regulatory obligations. This policy provides a framework for effective records management that will be adopted by all departments for records created in the course of carrying out the business of the College. As a public institution the College will act with integrity to protect sensitive information while maintaining access to public records.

2.00 DEFINITIONS

- 2.01 **Active records:** records which are in current use and need to be accessed frequently or on a regular basis. Records in active use should be kept in or near the department's workspace.
- 2.02 **Archives:** records that have continuing historical or evidential value. The originating unit will transfer custody and control of the records in their entirety to the library.
- 2.03 **Disposition:** the means through which the document is disposed or archived at the end of the retention period.
- 2.04 **Personal intellectual property:** a category of property that includes intangible creations of the human intellect. This includes, but is not limited to, papers, essays, presentations and other academic exercises. Personal intellectual property belonging to students and employees are not considered official College records.
- 2.05 **Records:** information, regardless of format or medium, which is created, received, and/or maintained by the College that provides evidence of its transactions and/or activities

and/or documentation of specific processes. Records may exist in various formats including, but not limited to, text, numeric, graphic, visual, sound, or a combination of these, and on any medium such as magnetic media, optical media, micro-media, and/or paper.

- 2.06 **Records classification number:** a unique identifier for each type of record. The department with primary responsibility for the record type will assign the number.
- 2.07 **Records custodians:** College employees responsible for the standards of records management within a department, if appropriate.
- 2.08 **Records management:** the systematic approach to the creation, receipt, use, distribution, and disposition of College records maintained as evidence of activities and transactions.
- 2.09 **Records retention schedule:** comprehensive instruction to ensure that records are retained for as long as necessary based on operational and/or fiscal requirements, legal responsibility, and, in some cases, maintained for historical value.
- 2.10 **Retention periods:** the timeframe that the College is obligated to retain documents of a particular classification.
- 2.11 **Secure destruction:** applies to confidential records. These records require special safeguards to ensure that security is protected during the destruction process and that the records are completely destroyed with no possibility of recovery or reconstruction.
- 2.12 **Semi-active records:** are records which are needed infrequently or never for operational use but must be retained for the duration of the retention period.
- 2.13 **Sensitive records:** are records which contain personal identifying information and/or proprietary information. These records must be securely disposed of according to the retention schedule.
- 2.14 **Transitory records:** records of temporary usefulness that are needed for a limited time to complete a task. They are not required to meet statutory obligations or to sustain administrative or operational functions. Once they have served their purpose, they should be destroyed. Examples of transitory records include, but are not limited to, duplicate copies, drafts and working materials, meeting notes after official minutes have been approved, telephone messages, print or electronic mail messages of short-term value, external publications, and/or database print-outs.

3.00 POLICY STATEMENTS

- 3.01 All records classified in the Retention Schedules are the sole property of the College.

- 3.02 Records will be retained for the period indicated in the Retention Schedule and these guidelines must meet regulatory, statutory, fiscal, contractual, and operational requirements that govern the College.
- 3.03 Records with enduring historical value will be preserved as part of the College's archives.
- 3.04 The enterprise student information system (Colleague) is a primary source of the College's permanent records. Inaccurate data entry must be corrected and transitory records must be removed once completed; otherwise the data entered into this system is non-destructive.
- 3.05 This policy facilitates institutional accountability to the BC Freedom of Information and Protection of Privacy Act (FIPPA), and any other legislation and/or regulations affecting the operations of the College.
- 3.06 Records retention schedules will be created and maintained by Directors and Deans that oversee operations of the individual departments at the College. The schedules must be submitted for approval to President's Council for inclusion in the Records Retention Schedule.
- 3.07 The department with primary responsibility for overseeing the records are required to assign and maintain Records Classification Numbers.
- 3.08 Records custodians must be appointed by the Director or Dean in each department. These duties will be included in the job descriptions.
- 3.09 All College employees must ensure that the records for which they are responsible are accurate, complete, and that the records are retained and disposed of, in accordance with the approved Records Retention Schedule.
- 3.10 The Information and Communication Services (ICS) department will ensure official records are in a format that will be accessible in the future based on retention guidelines.
- 3.11 The official record will be retained within the department of primary responsibility. All transitory records should be destroyed once their purpose is complete.
- 3.12 The College is responsible to ensure that suitable space is available for documents to be retained for the period outlined in the Records Retention Schedule.
- 3.13 The College will ensure that departments are trained and equipped to appropriately dispose of, or archive, records.
- 3.14 The College will not be the steward of records for unions and independent businesses that operate on College premises.
- 3.15 Coast Mountain College will be the steward of the CMTN Foundation and the College's Board of Governors' records.

- 3.16 The disposition of records must be in accordance with appropriate legislation. Any records with sensitive or personal information must be securely destroyed. Non-sensitive records can be recycled.
- 3.17 Electronic back-ups must be destroyed after the retention period.

4.00 PROCEDURES

- 4.01 See: "Document Retention Procedures" ADM-006P

5.00 RESPONSIBILITY

- 5.01 Overall responsibility for College records rests with the VP Corporate Services.
- 5.02 Directors and Deans are responsible for:
 - 5.02.01 Developing and maintaining the Records Retention Schedule for classifications of records relevant to their department.
 - 5.02.02 Assigning the records maintenance functions to appropriately trained Records Custodians within their departments.
 - 5.02.03 Ensuring that records are an accurate reflection of transactions and operations.
 - 5.02.04 Ensuring records containing confidential and personal information are protected from unauthorized use and disclosure in accordance to business needs and the provisions of FIPPA.
 - 5.02.05 Authorizing or delegating disposition of records.
 - 5.02.06 Suspending destruction of records in the event of pending or actual litigation, management review, or audit.
- 5.03 Records Custodians provide training to their departments and maintain processes for records storage and access.
- 5.04 The Director of ICS is responsible for the security, integrity, reliability and availability of records within the digital institutional information systems and information technology infrastructure.
- 5.05 Directors, Deans, and Records custodians are responsible for ensuring that departmental records are retained in accordance with the College's Records Retention Schedule, and for authorizing disposal actions (destruction or transfer to the College's archives) at the end of the retention period.
- 5.06 The Director, Institutional Research & Registrar and Director of Human Resources & Payroll are the institutional privacy officers and share joint responsibility for guidance

concerning the statutory requirements of FIPPA.

- 5.07 The Library Director is responsible for evaluating, preserving, and making available, as appropriate, College records with historical value once their retention period has expired, and based on availability of resources.
- 5.08 Individual employees must ensure that records for which they are responsible are accurate and managed in accordance with the College's records-related policies, procedures, and guidelines.

6.00 RELEVANT LINKS & RESOURCES

- 6.01 [Freedom of Information Protection of Privacy Legislation](#) (FIPPA)
- 6.02 Copyright Policy for Faculty and Staff ADM-002
- 6.03 Acceptable Use of Information Resources ADM-003

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