

**RECORDS AND INFORMATION MANAGEMENT POLICY**

<b>Policy Name:</b> Records and Information Management	<b>Responsible Owner:</b> Vice President, Student Affairs	<b>Created:</b> 2016 Jan
<b>Policy number:</b> A49	<b>Approval Body:</b> Senior Management Team (SMT)	<b>Last Reviewed/Revised:</b> 2021 May
<b>Category:</b> Administrative	<b>Replaces:</b> A16.01.04 Records Management and Retention Policy	<b>Next Review:</b> 2027 Mar

**TABLE OF CONTENTS**

- A. PURPOSE
- B. SCOPE
- C. DEFINITIONS
- D. POLICY STATEMENTS
- E. PROCEDURES
- F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES
- G. RELATED ACTS AND REGULATIONS
- H. RELATED COLLECTIVE AGREEMENTS

**A. PURPOSE**

All records created or received by employees of Douglas College (the College) in the course of their duties are the property of the College and subject to its overall control. The purpose of this policy is to ensure the effective management of the College’s Records by specifying the rules and obligations that govern recordkeeping across the College.

**B. SCOPE**

This policy applies to all College employees in their handling of College Records in all formats (physical or digital), including electronic documents, emails, data held in databases or on tape or disk, maps, plans, photographs, sound and video recordings and microforms. This policy does not apply to sensitivity classifications used for College data under the *Information Security* policy.

**C. DEFINITIONS**

**Archival Record:** A Record that has been appraised as having continuing historical value, either for business or research; Archival Records are selected for permanent retention, following their business life-cycle.

**Record(s):** Information created, received and maintained as evidence and as asset(s) by an organization or person, in pursuit of legal obligations or in the transaction of business.

**Records Management:** The field of management responsible for efficient and systematic control of the creation, receipt, maintenance, use and disposition of Records, including the processes for capturing and maintaining evidence of any information about business activities and transactions in the form of Records.

**Retention Schedule:** A timetable that defines how long Records must be kept and provides disposition guidelines for how Records should be discarded or transferred to an archive.

**Transitory Record:** Information of temporary usefulness, needed only for a limited period of time in order to complete a routine action or prepare a final Record, not required for financial, legal, audit or statutory purposes and thus not filed in the recordkeeping system; can exist in any format or medium (paper or digital) and can be created and shared using a variety of technologies (e.g., email, social media, Teams, SharePoint, wikis).

**Vital Record:** A Record considered essential to the continued functioning or reconstitution of the College during and after an emergency; also a Record essential to protecting the rights and interests of the College and of the individuals directly affected by its activities.

#### D. POLICY STATEMENTS

1. The College has developed and operates a Records Management program that establishes, administers and maintains policies, procedures and guidelines to govern the creation, use, protection, and disposition of College Records.
2. Authority and responsibility for the management and maintenance of the Records Management program lies with the Vice President, Student Affairs, who may delegate aspects of this responsibility to the College's Manager, Records and Information Management.
3. Records created or received by employees in the process of conducting College business are critical assets of the College, providing evidence of its decisions, business activities and transactions.
4. Employees must keep full and accurate Records that document the College's business and activities, and must ensure that these Records are captured in the office recordkeeping system.
5. Employees must be aware of, and able to account for, the Records in their custody or control. This includes identifying, capturing, documenting and managing Records in accordance with applicable legislation, policies, standards and procedures.
6. Employees must design and implement reasonable security controls to ensure that Records are accessed, amended, used, released or disposed of only as authorized.

#### Retention and Disposition

1. Records must be classified, retained and destroyed in accordance with the *Douglas College [Record Series and Retention Schedules](#)*, this policy, and related procedures.

2. Records destruction must be authorized by the Responsible Administrator in accordance with the *Douglas College Record Series and Retention Schedules* and related procedures.
3. The Manager, Records and Information Management is responsible for the *Douglas College Record Series and Retention Schedules*. Changes to the schedule must be authorized by the Manager, Records and Information Management and the Dean or Director of the relevant academic program or service area.
4. Individual employees are authorized to destroy Transitory Records outside of the regular Records destruction process; however, no Records subject to a freedom of information (FOI) request or litigation search request may be destroyed, even if the Records are Transitory or are eligible for destruction according to the *Douglas College Record Series and Retention Schedules*.
5. Employees transferring physical Records to offsite storage must use approved Records storage facilities and services, as per the *Records and Information Management – Paper Records Storage Standard Operating Procedure*.
6. Employees must work with the Manager, Records and Information Management to ensure that all Records eligible to be transferred to the Douglas College Archives are so transferred as per the *Record Series and Retention Schedules*.

## E. PROCEDURES

See [Record Series and Retention Schedules](#) for guidelines governing classification, retention and disposition of College Records.

For guidelines governing the lifecycle management of College Records, see the following [Standard Operating Procedures \(for internal users\)](#):

- *Records and Information Management – Paper Records Storage*
- *Records and Information Management – Records Destruction*

## F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

### [Administration Policies](#)

- *Archives*
- *College Use of Copyrighted Works*
- *Commercialization of Intellectual Property*
- *Information Security*
- *Privacy*

## G. RELATED ACTS AND REGULATIONS

- [Copyright Act](#) [RSC 1985], c. C-42



- [Freedom of Information and Protection of Privacy Act](#) [RSBC 1996], c. 165
- [Interpretation Act](#) [RSBC 1996], c. 238

#### H. RELATED COLLECTIVE AGREEMENTS

- [Collective Agreement between Douglas College and Douglas College Faculty Association \(DCFA\)](#)