

**RECORDS AND INFORMATION MANAGEMENT POLICY**

<b>Policy Name:</b> Records and Information Management	<b>Responsible Owner:</b> Vice President, Administrative Services and Chief Financial Officer	<b>Effective date:</b> January 26, 2016
<b>Policy number:</b> A16.01.04	<b>Approval Body:</b> Senior Management Team (SMT)	<b>Proposed Review date:</b> January 2021
<b>Category:</b> Administrative	<b>Replaces:</b> A16.01.04 Records Management and Retention Policy	<b>Revision date(s):</b> January 26, 2016

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**PURPOSE**

The purpose of this policy is to establish a framework and accountabilities for records management practices and standards. Douglas College is mandated by the *College and Institute Act (RSBC 1996, c.52)* to provide education and training services. As such, the College is accountable to its Board and to the Government of British Columbia to ensure that records under its custody and control are secure, complete, and accurate, and that only necessary records are retained to provide evidence of its operations.

Records created, or received, and maintained by Douglas College contain information essential to the organization’s mission, long-term goals, and ongoing operations. They provide evidence of the College’s activities and compliance with government regulations. The College’s records require systematic management based on standardized policies and practices.

In this regard, the College is committed to implementing and maintaining records management best practices across the organization to ensure that its institutional records and information resources are utilized in the most efficient and economical manner in conformance with applicable legislation and policies.

**SCOPE (DEPARTMENTS AND/OR PARTIES TO WHICH THIS POLICY APPLIES)**

**ALL COLLEGE EMPLOYEES**

**AUTHORIZED INDIVIDUALS (WHO MAY BE GIVEN ACCESS TO RECORDS HELD WITHIN AND BY THE COLLEGE)**

## SCOPE (DEPARTMENTS AND/OR PARTIES TO WHICH THIS POLICY APPLIES) (CONT'D)

### COLLEGE FACILITIES

This policy applies to all records, regardless of physical format, under the custody and control of the College and subject to the *Interpretation Act (RSBC 1996, c. 238)*, the *Freedom of Information and Protection of Privacy Act (RSBC 1996, c. 165)*, and the *College and Institutes Act (RSBC 1996, c.52)*.

## DEFINITIONS

**Archival record:** A record that has been appraised as having continuing historical value, either for business or research and is selected for permanent retention, following its business life cycle.

**Record:** Recorded information, in any form, including data in computer systems; paper or electronic documents such as correspondence, memoranda, plans, maps, and drawings; sound recordings; e-mail messages; electronic images; and any other documentary materials created or received and maintained by an organization or person in the conduct of official business.<sup>i</sup>

**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.<sup>ii</sup>

**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.

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

## POLICY STATEMENTS

All records, created or received by employees of Douglas College in the course of their duties on behalf of the institution, are the property of the College and subject to its overall control. Records Management provides guidelines for the identification, storage, retention and disposition of records based on legal, operational, financial, administrative and historical considerations through the development of classification systems and retention schedules. Furthermore, the records management program identifies records of archival value and ensures that vital records plans are adequate for the protection of key information necessary for the orderly resumption of business, in the event of fire, flood, theft or other disaster.

Records creators will adhere to these guidelines by classifying records and following procedures for records creation, storage and disposition.

### Retention and Disposition

Records shall be retained and destroyed in accordance with Douglas College's records retention schedule, this policy, and related procedures. Records Management develops retention schedules in accordance

## POLICY STATEMENTS (CONT'D)

with all applicable laws, regulations, and good business practices, and oversees destruction of all record copies. Responsible Administrators review and approve records due for destruction, and notify Records Management when there is litigation or audits requiring a hold on records destruction. No records should be destroyed without the requisite signed destruction authorization.

### Authority

Authority and responsibility for the management and maintenance of the records management program lies with the Vice President, Administrative Services and Chief Financial Officer. At the discretion of the Vice President, responsibility for aspects of the records management program may be delegated to the College's Records Manager.

The Records and Information Management policy is enabled through the College's records management program which establishes, administers and maintains policies, procedures and guidelines governing the creation, use, protection, and disposition of college records.

## PROCEDURES

College records are subject to standard operating procedures and guidelines governing their lifecycle management and use such as classification, imaging, storage, retention and final disposition.

## LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

- DC Policy [A02.05.01 Compliance with the Freedom of Information and Protection of Privacy Act](#)
- DC Policy [A08.01.01 College Use of Copyrighted Works](#)
- DC Policy [A16.01.01 Archives](#)
- DC Policy [A20.01.03 Use of College Resources](#)
- DC Policy [A02.10.03 Commercialization of Intellectual Property](#)
- DC Policy [A20.01.06 Information Security Policy](#)

## RELATED ACTS AND REGULATIONS

- [\*Freedom of Information and Protection of Privacy Act \(RSBC 1996, c.165\)\*](#)
- [\*College and Institute Act \(RSBC 1996, c.52\)\*](#)
- [\*Interpretation Act \(RSBC 1996, c.238\)\*](#)

## RELATED COLLECTIVE AGREEMENT CLAUSES

- [Collective Agreement Between Douglas College and Douglas College Faculty Association Article 10 - Protection of Faculty Members](#)
- [Common Agreement between The Employers' Bargaining Committee on behalf of member institutions ratifying this Common Agreement and Federation of Post-Secondary Educators of BC \(FPSE\) on behalf of its local unions ratifying this Common Agreement Article 5 - Copyright and Intellectual Property](#)

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<sup>i</sup> ISO 15489-1:2001; Interpretation Act (RSBC 1996, c. 238)

<sup>ii</sup> ibid