

## RECORDS MANAGEMENT AND DISPOSITION

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

<b>Category:</b>	B. Administration
<b>Policy Number:</b>	B09
<b>Approval Date:</b>	June 19, 2014
<b>Effective Date:</b>	June 19, 2014
<b>Policy Owner:</b>	Chief of Staff
<b>Policy Administration:</b>	FOIP Coordinator

<b>Objective:</b>	<p>Olds College will ensure effective records management practices are established by all departments to enhance the operational efficiencies of the College and, to adhere to the regulations set out in the Freedom of Information and Protection of Privacy Act, Alberta Regulation 200/95 of the Province of Alberta, with amendments up to and including Alberta Regulation 182/97 and the Alberta Regulation 161/98, Bill 37 and the Health Information Act (Apr/01).</p> <p>Olds College has adopted the ITM Control Framework Developed by the Government of Alberta for its Enterprise Information Management (EIM).</p>
<b>Policy:</b>	<p>The Department Heads will be accountable for the implementation of all aspects of this policy and monitor compliance within their Department. It is an offense to destroy any records with the intent to evade a request for access to the records and, it is an offense to direct another person to destroy records with the intent to evade a request for access.</p>
<b>Definitions:</b>	<p><b>Record:</b> A record is any information in any form, including books, documents, maps, drawings, photographs, letters, memos, vouchers, papers, notes, images, audiovisual, recordings, x-rays and any other information that is written, photographed, recorded or stored in any manner, but does not include software (itself) or any mechanism that produces records.</p> <p><b>Transitory Records:</b> Records which are required for a limited time to complete a routine action, are used in the preparation of final records, or are retained as information or convenience copies by individuals who do not have primary responsibility for them.</p>
<b>Related Information:</b>	<p>Records Retention and Disposition Schedule  <i>Freedom of Information and Protection of Privacy Act</i>            ISO 15489: 2001 Records Management - Part 1 and Part 2</p>
<b>Related Procedures:</b>	B09 Records Management and Disposition

**Review Period:**

3 years

**Revision History:**

New: November 1999  
Revised: September 2001  
Revised: June 2014