

RECORDS MANAGEMENT AND DISPOSITION

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

Category:	B. Administration
Parent Policy:	B09
Approval Date:	June 19, 2014
Effective Date:	June 19, 2014
Procedure Owner:	Chief of Staff
Procedure Administration:	FOIP Coordinator

Overview:	
Procedures:	<p>1. Each department is responsible to appoint:</p> <ol style="list-style-type: none"> a. A FOIP contact person, who will work closely with the FOIP Coordinator to receive, track and process all requests for information; b. Records / Data Owners, will be responsible for: <ul style="list-style-type: none"> • Maintaining active records • Ensuring that the Categories of Records Retention Guidelines appendix is reviewed & updated on a yearly basis • Determining transitory records and inactive records on a yearly basis • Maintaining documentation of records stored, disposed and/or archived for the purpose of efficiencies of records management practices and in order to respond to FOIP requests • Collecting and coordinating all requested records if a FOIP request is received • Preparing storage containers marked appropriately on the exterior of the container • Ensuring that inactive records are transferred to the designated storage area. The records will remain the responsibility of the transferring department up to and including disposal • Ensuring that disposal of records as set out in their Retention Schedule takes place on an annual basis on or before June 30th. The Records / Data Owners should authorize the disposal of all records. Departments must provide the FOIP Coordinator with revised Retention Schedules • Adhering to the recommended methods of disposal • If electronic records are the medium, the data owner is responsible to confer with the Information Technology Department for maintenance or retention procedures <p>2. Permanent / Archival Records: Permanent records (such as Board minutes)</p>

must be protected and maintained even if they are no longer required for immediate business use.

3. **Retention Schedules:** Departments have the responsibility and authority to develop their individual retention schedules while adhering to the FOIP regulations and definitions as outlined in this policy. It is the responsibility of each department to provide the FOIP Coordinator and Record / Data Owner with their retention schedules (and revisions) on a yearly basis.
4. **Transitory Records Disposition:** The decision to dispose of transitory records depends on whether or not the records are confidential. Transitory records that contain personal or sensitive information should be shredded.
5. **Records Disposition:** It is good College business practice to dispose of records in an organized, authorized manner. The "Categories of Records - Guidelines" found in the APPENDIX includes recommendations for disposition. The authorization for disposition should be in a format that is organized and with the approval of department managers. No records / data should be destroyed or erased prior to the minimum retention periods established.

Records and information on accounts, budgets, financial transactions, supplies, invoices, travel, buildings, accommodation, facilities issues, and other administrative records are generally without enduring value and can be retained for significantly shorter period of time than similar records held by departments and units which are directly responsible for these operational functions.

Physical format: Paper records can be recycled (if confidential and/or personal information is not evident); shredding of most documents is recommended before disposal.

Definitions:

Related Information:

Review Period:

3 years

Revision History:

New: November 1999
 Revised: September 27, 2001
 Revised: June 19, 2014
 Revised: 2018
 Revised: 2020

APPENDIX A

POLICY NUMBER AND NAME:	A19 - RECORDS MANAGEMENT AND DISPOSITION
VICE PRESIDENT Sign Off Date:	

Appendices that are attached to Policy A19 are intended to be statements of clarification and Operation and are NOT intended to be part of the Content of the Policy

DEFINITIONS

A. Record: 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.

- **Transitory Records:** Are records that are short-term, immediate or of no value to the organization.

LABELS FOR STORAGE CONTAINERS OF ARCHIVED RECORDS

Example:

Type of file:	OPERATIONAL RECORDS
Dates:	1985 - 1990
Department name:	Agricultural Mechanics
Contact person:	Robin Smith
Date of disposal:	January, 1994

Olds College Notification of Disposition

Description

Box # _____ Type of Records: _____

Department Name: _____

Contact Person: _____

Date for disposal/transfer to archives: _____

Brief description of contents of box:

Approved by:

Name: _____ Title: _____

Signature: _____ Date: _____

In accordance with the Records Retention Schedule and Disposal Authority, the records described above have been disposed of in the following manner:

Shredded and destroyed

Transferred to Archives Location: _____

Recycled

By: _____
(Print Name)

Date: _____

Signature: _____