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## Records Management Policy

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### Effective Date

September 1, 1999

### Purpose

To promote a systematic approach for the effective management of recorded information produced by the University.

To ensure preservation of records that are of permanent value to the University.

To support access to information and privacy protection services throughout the University.

### Definitions

Record - a record of information in any form and includes notes, images, audiovisual recordings, x-rays, books, documents, maps, drawings, photographs, letters, vouchers and papers, and any other information that is written, photographed, recorded, or stored in any manner, but does not include software or any mechanism that produces records (FOIP Act definition).

Records management - the application of systematic control to recorded information that is required for the administration and operation of the University.

Records retention and disposition schedules - an established timetable for maintaining University records, and their ultimate destruction or preservation.

### Policy

All records created and received by the Governors of Athabasca University members and employees in the course of their duties on behalf of the University, are the property of the University.

The Governors of Athabasca University (the Board) members and employees leaving or changing position within Athabasca University are to leave all records for their successors.

The University will establish a records management program to effectively manage its recorded information and records, from their creation or receipt to their ultimate preservation or destruction.



Records schedules prescribe the minimum period that University records must be retained. Offices may, at their discretion, keep records for a longer period of time if it is deemed necessary.

The final disposition of records will be carried out according to approved disposition schedules.

Appropriate security measures must be observed for maintaining records containing personal or other confidential information.

## **Regulations**

A records management program provides effective maintenance and retrieval of information for purposes of meeting the needs of the Universities and *Alberta's Freedom of Information and Protection of Privacy Act*.

A records management program will take into consideration the following elements:

- Inventory of all recorded information
- Development of retention and disposition schedules for all recorded information
- Development of a standard classification system for records
- Provision of advice and assistance to staff
- Provision of training as required

## **Inventory**

An inventory of all recorded information will be completed and reviewed annually. An inventory will identify the records, their medium, where they are located, and if they contain personal information.

## **Retention Schedules**

Retention schedules that determine the minimum period of time a record must be kept will be established for all existing records and as new records are created or received, and reviewed annually.

## **Disposition Schedules**

Disposition schedules that determine the final disposition of a record will be established for all existing records and as new records are created or received, and reviewed annually.

## **Classification System**

A classification system identifies the groups of records created or received, used and maintained in a particular office. The arrangement of these records needs to allow for effective control over the records and efficient operation of the office. Suitable classification systems will be designed for each office, department, or the university as a whole.



## **Advice, Assistance and Training**

Advice and assistance will be provided in the following methods:

- Guidelines for management of various types of university records
- Procedures manual for the management of university records
- Training of staff in records management

## **Procedure**

N/A

## **Approved by**

Athabasca University Governing Council, 127-8, June 11, 1999

## **Amended Date/Motion No.**

Reformatted June 2000

## **Related References, Policies and Procedures**

Athabasca University Confidentiality Policy  
Athabasca University Academic Records: Record Retention Schedule  
Athabasca University Archives Policy and Administration

## **Applicable Legislation**

N/A

## **Maintained by**

FOIP Coordinator