



Title	Records Management
Policy No.	A.3.9
Approval Body	Board of Governors
Policy Sponsor	Vice President, Administration & International Development
Last Revised/Replaces	November 2006
Effective Date	June 27, 2018

CONTEXT AND PURPOSE

The purpose of this policy is to ensure that Vancouver Community College (VCC; the College) meets its legislative, financial, and legal obligations as a public institution to manage its records and information in a systematic and consistent manner.

VCC is committed to the stewardship of VCC records that have enduring historical or other value that warrant continued preservation, including making records available in public programming activities and for research.

SCOPE AND LIMITS

This policy applies to all records created by and/or maintained by the College regardless of format or media.

This policy does not apply to:

- a. published or copyrightable materials as defined in collective agreements
- b. published or copyrightable materials produced in support of College business functions by non-teaching employees.

STATEMENT OF POLICY PRINCIPLES

1. Each employee is responsible for managing College records in a responsible and professional manner.
2. The Dean of the Library is the final authority for approval of all retention and disposition schedules.
3. Unit managers (College Executive, Deans, Directors, Department Heads, Supervisors and Program Coordinators), and other managers are named as Officers with Primary Responsibility (OPRs) for all College records. They have the accountability and responsibility to ensure that records management procedures are implemented within the units, schools, departments and programs, and to ensure compliance with the Records Retention Schedule (RRS). OPRs will define the content of records that are a function of their business unit for which they holds primary responsibility.

4. All College records have a reasonable retention period based on the legal or logical requirement for retention.
5. All College records will be trustworthy, usable over time, retained and disposed of according to approved timetables, and managed as a consistent whole, regardless of media or location, when they relate to the same subject or are part of the same business process.
6. The College, through its records management program, will ensure that employees have the resources, training, and procedures they need to create and maintain records.
7. All retention and disposal schedules that cite provincial or federal legislation as part of their retention rationale will be submitted for legal review to ensure that the schedules meet legislative requirements.
8. Records may be disposed of where, in the opinion of the Dean, such records have no archival value, or have physically deteriorated beyond the point of reasonable conservation efforts.

DEFINITIONS

Record: Information (in paper, audio, electronic, or other formats) created or received by employees and representatives of the College in the course of their work that must be retained to meet the ongoing operational, fiscal, historical and legal needs of the College. These records are the property of the College and subject to its overall control.

Transitory Records: Records that have no ongoing operational, informational, evidential or historical value and can be disposed of as soon as they are no longer needed.

Active Records: Records in constant use that need to be retained in the office close to users.

Semi-Active Records: Records that are no longer used or added to regularly but are still needed for occasional ready access.

Inactive Records: Records that have met all administrative, academic, fiscal and legal requirements and are no longer required for an activity.

Official College Records: All records created or received by College employees in the course of their duties on behalf of the College and retained to meet business, legal, financial, legislative and other needs. For the purposes of implementing this policy, the definition of official college records excludes books and other published materials and copyrighted or copyrightable materials. Official college records may be in the form of paper, non-paper-based media such as microfilm, CD-ROM and audio or video tape and electronic media such as e-mail, word processing, spreadsheet and presentation documents, digital images of paper or microfilm stored in a records and document management system, databases and websites.

Primary Record: The official copy of the record and is generally stored in a secure place in a senior administrative office area.

Secondary Record: A copy of the primary record and may be stored by departments for convenience for a period of time that meets their current access needs, but no longer.

Common Records: Records that provide evidence of administration of functions or activities that are not unique to one particular management unit. Common records often share a similar style

or format, but the content is different. In some cases, common records are copies of original records for which another unit manager holds the office of primary responsibility.

Archival Records: College records of enduring historical value or permanent value. VCC's Archival Records Policy describes the types of records included in the Archives.

Confidential Records: Records that contain information that for one or more reasons should only be disclosed to specific people or groups. Personal information (information about an identifiable individual) should be treated as confidential unless it is public information or unless there is consent for disclosure from the individual.

Vital Records: Records considered essential to the College's continuing or resuming its operations in the event of a disaster. A record is vital when it would be required to resume or continue College business, supports the College's legal or financial position or is made vital by regulation or statute.

Records Management Program: Activities such as implementing filing systems, establishing retention and disposal schedules, protecting vital records and preserving archival records. Records management policies and procedures, technologies, and other administrative controls applied to the records and information that employees use to support their business operations and processes, and that are required to protect legal interests and fulfil legislative obligations.

Records Retention Schedule: Defined, specific time periods for keeping records in the office (the active phase), for maintaining records in storage (the semi-active phase), and determining their final disposition (destruction or indefinite archival preservation). The Records Retention Schedule is an inventory of VCC records identified by each department as essential to College operations.

RELATED LEGISLATION & POLICIES

Legislation

B.C. College and Institute Act

B.C. Financial Information Act

B.C. Freedom of Information and Protection of Privacy Act

B.C. Personal Information Protection Act

Canada Income Tax Act

Canada Pension Plan Act

Policies

A.3.3 Freedom of Information and Protection of Privacy (FOIPPA)

B.5.4 Electronic Mail (Employees)

B.6.1 Archives

RELATED PROCEDURES

Refer to A.3.9 Records Management Procedures.