



PROCEDURES

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

1. The Coordinator of Records Management will prepare and publish the Records Retention Schedule (RRS), in consultation with the Dean of the Library. The schedule will be in compliance with all legal and legislative requirements. The Coordinator of Records Management will review and update the RRS as needed to remain in compliance.
2. Employees will file or otherwise organize their College records in a manner that allows access and retrieval of records quickly and easily, when required. Employees will reference the college's Records Retention Schedule when filing.
3. Employees will protect the privacy of individuals by ensuring that records containing personal information are stored in a secure environment while in the office and are confidentially destroyed by shredding according to approved retention and disposal schedules.
4. Officers with Primary Responsibility will ensure compliance with privacy guidelines for the collection, storage and disposal of personal information records.
5. Employees will follow the approved retention and disposal schedules established for their department's original, official College records, and will notify their Officer with Primary Responsibility of any changes to their business processes that would require updating their department's Records retention.
6. Employees may retain duplicate or reference copies, i.e., secondary records, created and maintained by other departments for as long as needed for reference purposes, but no longer than the retention and disposal schedule established for the original, official record.
7. Departments that create or maintain vital records will establish and follow procedures to ensure that such records are protected in the event of a disaster.
8. Employees will follow procedures described in the Records Management sections on myVCC.
9. Employees who leave the College or change positions will leave all official college records for their successors, subject to approved retention and disposal schedules.

AUTHORITY

10. The Dean of the Library and the Coordinator of Records Management have the authority and responsibility to ensure that the record management program is implemented, that

practices are current, and to ensure employees have the training and documentation support to comply with the Records Management policy.

RELATED POLICIES

Refer to A.3.9 Records Management Policy.