


Procedure Name:	RECORDS MANAGEMENT	
Approved By:	Choose an item.	
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Procedure Holder:	VP, Academic, Student and International	
Operational Lead:	Registrar and Director of Institutional Research	
Procedure Number:	ADM-011P	

## RECORDS MANAGEMENT PROCEDURE

### 1.00 PURPOSE

- 1.1 Coast Mountain College (the College) recognizes that efficient management of its records is necessary to support the effective overall management of the institution. This procedure is designed to comply with the College’s statutory and regulatory obligations and Policy [ADM-011, Records Management Policy](#).
- 1.2 The policy provides a framework for effective records management and this procedure provides details of its enactment.

### 2.00 DEFINITIONS

- 2.1 **Active Records:** Records which are in current use and need to be accessed frequently or on a regular basis. Records in active use should be kept in or near the department’s workspace.
- 2.2 **Archives:** Records that have continuing historical or evidential value. The originating unit will transfer custody and control of the records in their entirety to the library.
- 2.3 **Disposition:** The means through which the document is disposed of or archived at the end of the retention period.
- 2.4 **Personal Intellectual Property:** A category of property that includes intangible creations of the human intellect. This includes, but is not limited to, papers, essays, presentations, and other academic exercises. Personal intellectual property belonging to students and employees is not considered official College records.
- 2.5 **Records:** Information, regardless of format or medium, which is created, received, and/or maintained by the College that provides evidence of its transactions and/or activities and/or documentation of specific processes. Records may exist in various formats including, but not limited to, text, numeric, graphic, visual, sound, or a combination of these, and on any medium such as magnetic media, optical media, micro-media, and/or paper.
- 2.6 **Records Classification Number:** A unique identifier for each type of record. The department with primary responsibility for the record type will assign the number.

- 2.7 **Records Custodians:** College employees responsible for the standards of records management within a department, if appropriate.
  - 2.8 **Records Management:** The systematic approach to the creation, receipt, use, distribution, and disposition of College records maintained as evidence of activities and transactions.
  - 2.9 **Records Retention Schedule:** Comprehensive instruction to ensure that records are retained for as long as necessary based on operational and/or fiscal requirements, legal responsibility, and, in some cases, maintained for historical value.
  - 2.10 **Retention Periods:** The timeframe that the College is obligated to retain documents of a particular classification.
  - 2.11 **Secure Destruction:** Applies to confidential records. These records require special safeguards to ensure that security is protected during the destruction process and that the records are completely destroyed, with no possibility of recovery or reconstruction.
  - 2.12 **Semi-Active Records:** Records which are needed infrequently or never for operational use but must be retained for the duration of the retention period.
  - 2.13 **Sensitive Records:** Records which contain personal identifying information and/or proprietary information. These records must be securely disposed of according to the retention schedule.
  - 2.14 **Transitory Records:** Records of temporary usefulness that are needed for a limited time to complete a task. They are not required to meet statutory obligations or to sustain administrative or operational functions. Once they have served their purpose, they should be destroyed. Examples of transitory records include, but are not limited to, duplicate copies, drafts and working materials, meeting notes after official minutes have been approved, telephone messages, print or electronic mail messages of short-term value, external publications, and/or database printouts.
- 3.00 CREATION OF RECORDS
- 3.1 Every effort should be made to ensure that the official records created are accurate.
  - 3.2 Inaccurate records must be corrected expediently.
  - 3.3 When paper records are digitized, the images must be clear and legible.
  - 3.4 Active records must be stored in the appropriate system for ease of retrieval for efficient business operations.
  - 3.5 Records created should capture the relevant business need, contractual obligations, decision maker, and any agreements made on behalf of the College. This may include adding email or other communication to the official record.
  - 3.6 Mark-ups and comments on official records must be respectful and professional.
  - 3.7 Comment sections should be used to translate acronyms and/or jargon into clear and plain language as necessary for business purposes.
- 4.00 TRANSITORY RECORDS
- 4.1 If an employee is unclear whether a record is official or transitory, they should contact the Records Custodian.

- 4.2 Transitory records, especially those containing sensitive information, should be disposed of appropriately once they are no longer of use.
- 4.3 Once records are forwarded to the appropriate records holder, the originator of the record should destroy any copies.
- 4.4 Once records are approved all drafts and prior versions should be destroyed.
- 4.5 Only one copy of official records are required for retention, duplicates are considered transitory and should be destroyed.

#### 5.00 SHARING RECORDS

- 5.1 Records can be shared internally for legitimate business purposes.
- 5.2 Requests for sensitive records may be approved or denied by the appropriate Records Custodian, depending on the business case.
- 5.3 Freedom of information requests must be responded to by the appropriate Privacy Officer.
- 5.4 Media requests must be directed to the Director of Communications.
- 5.5 Requests for information from members of the College's Board of Governors are directed to the Board Secretary.
- 5.6 All other external requests for information must be reviewed by the Records Custodian.
- 5.7 In situations where original records are required by external organizations, a certified copy will be provided. If this is not acceptable, the College must retain a copy of all records provided.

#### 6.00 INACTIVATION OF RECORDS

- 6.1 Once active records become inactive they are moved to a secure storage location where they can still be retrieved as needed.
- 6.2 When inactive records are moved to a different location, the Dean or Director must be notified prior to the move.

#### 7.00 DISPOSITION OF RECORDS

- 7.1 Source documents for digitized records will be retained for the retention period.
- 7.2 For small batches and transitory records, Records Custodians (or Designate) can shred on site.
- 7.3 For large batches, Records Custodian (or Designate) contacts a shredding service to dispose of records.
- 7.4 The department of responsibility is accountable for ensuring disposal has occurred.
- 7.5 Non-sensitive records can be recycled.
- 7.6 For records of enduring historical value, the Librarian will be contacted prior to destruction.

#### 8.00 RELATED POLICIES, PROCEDURES, AND SUPPORTING DOCUMENTS

- 8.1 [ADM-011, Records Management Policy](#)

9.00 HISTORY

Created/Revised/ Reviewed	Date	Author's Name and Role	Approved By
Created			