

1.0 POLICY STATEMENT

MacEwan University (“University”) will record and manage information in order to provide evidence of business activities and transactions; protect the University’s interests and the rights of students, employees, and faculty; provide protection and support in litigation and management of risks; support effective decision making, and meet legislative and regulatory requirements. Records will be managed in accordance with Alberta’s *Freedom of Information and Protection of Privacy Act* (“FOIP Act”) and other applicable legislation, regulations, policies and procedures.

2.0 GUIDING PRINCIPLES

2.1 The purpose of this policy is to:

2.1.1 Ensure that the University’s records and recordkeeping systems are managed responsibly as valuable assets and resources;

2.1.2 Ensure that the University’s records are retained as long as needed for administrative, legal and fiscal purposes;

2.1.3 Ensure that the University’s records are managed in compliance with relevant provincial and federal legislation as well as professional standards of practice or codes of conduct;

2.1.4 Preserve the history of the University by ensuring that records with archival value are identified and retained permanently; and

2.1.5 Encourage and facilitate the systematic disposal of unnecessary records.

3.0 SCOPE AND DEFINITIONS

3.1 **Scope**

3.1.1 All records that are in the custody or under the control of the University must be managed in accordance with this policy.

3.1.2 This policy binds all members of the University community.

3.1.3 This policy does not apply to the personal communications of faculty members, staff and students.

4.1 **Definitions**

- 4.1.1 “disposition” means the destruction of University records;
- 4.1.2 “members of the University community” means those persons involved in conducting University affairs or operations or using University property, including all employees, agents, contractors and volunteers;
- 4.1.3 “office of record” means a University department or business unit in which a record resides;
- 4.1.4 “personal communication” means information in all media and formats that is created, received or accumulated as a result of personal activities that are not related to the mission, administration or operation of the University;
- 4.1.5 “personal information bank” is a record series that contains personal information; takes the form of a collection, and is organized or retrievable by the name or an identifying number, symbol or other particulars assigned to an individual;
- 4.1.6 “record” means a record of information in any form and includes notes, images, audio-visual 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;
- 4.1.7 “records retention and disposition schedule” means a written description of the records that are retained by the University, their life cycle (retention periods) and their final disposition;
- 4.1.8 “transitory record” means a record of information that has only immediate or short-term usefulness or that has no value to the University.

5.0 **REGULATIONS**

- 5.1 All University records, except records of personal communications, are the property of the University and may not be removed from its control or destroyed except under the authority of this policy and in accordance with the records retention and disposition schedule.
- 5.2 All members of the University community who create or manage records as a part of their work with the University are responsible to ensure compliance with this policy, the records retention and disposition schedule and associated procedures.

- 5.3 Each office of record will designate an employee as its records coordinator for the purpose of implementing this policy and associated procedure.
- 5.4 All records will be retained and securely disposed of in accordance with the records retention and disposition schedule.
- 5.5 Departments are charged with the care and control of all records which are in their custody. Departments will act in accordance with the policy and any procedures produced by the University which describe the required management of records.
- 5.6 Departments will retain accurate and complete records adequate to:
 - (i) provide the evidence of business activities and transactions;
 - (ii) protect the interests of the University and the rights of students, the members of the University community and the public;
 - (iii) provide protection and support in litigation and management of risks associated with the existence or lack of evidence of activities or events; and
 - (iv) meet legislative requirements.
- 5.7 The records coordinator will identify and protect from un-authorized access, alteration, usage and disposal records requiring restricted access or dissemination.
- 5.8 The privacy department will inform the University Archivist of the scheduled disposition of records in order to identify and retain any records that have archival value.
- 5.9 Records of personal communications of members of the University community are transitory records and must be regularly disposed of.

FACT SHEET

Relevant Dates

Approved: 2015.02.26
Effective: 2015.02.26
Next Review: 2020.02

Source

Modification History:

1996.06.20	Approved by Board motion for implementation July 1, 1996
1999.04.15	Revised policy approved by Board motion
2001.02.03	Format updated.
2010.09.09	Revised and updated by Board Motion 01-9-9-2010. Replaces D7220 Records and Information Management.
2015.02.26	Revised and renamed “Records Management” (formerly Records and Information Management) by Board Motion 02-02-26-2014/15. Updated to remove provisions pertaining to privacy and confidentiality of personal information.
2021.11.01	Minor revision to update position title. Approved by Policy Sponsor.

Accountability:

Office of Accountability:	General Counsel
Office of Administrative Responsibility:	Privacy and Information Management Department
Approved by:	Board of Governors
Contact area:	Privacy and Information Management Department
Authority:	<i>Alberta’s Freedom of Information and Protection of Privacy Act</i>

Related and Associated Matters

Associated Policies:

D7500: Privacy
D7225: Electronic Mail
D7230: Information Security
E1050: Student Records

Associated Procedures:

D7500-1: Access to Records and Correction of Personal Information

D7500-3: Legal Hold

D7500-4: Records Destruction