

## POLICY AND PROCEDURES

POLICY NAME: Records Management	POLICY NUMBER: 1.2.2	CATEGORY: Administration and Operations
RESPONSIBLE EXECUTIVE: Registrar	APPROVAL AUTHORITY: Senior Leadership Team	EFFECTIVE DATE: October 5, 2023
NEXT FULL REVIEW DATE: October 4, 2028	REVISED: February 27, 2024	REPLACES:

### Purpose

The purpose of this policy is to establish standards for the management of records at Coquitlam College (the College).

### Scope

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

### Policy Statements

1. The College will appoint a lead administrator to be responsible for establishing and maintaining a records management program, which includes guidelines, policies and procedures regarding the collection, storage, use, disclosure, transfer and protection of College records.
2. Records created or received by employees in the process of conducting College business are critical assets of the College, providing evidence of its decisions, business activities and transactions. Employees must keep full and accurate records that document College business and activities and must maintain a copy of all records in established recordkeeping systems.
3. All information and records created or obtained by employees in the course of their duties are the property of the College and subject to its overall control.
4. Employees are responsible for the Records in their custody or control. This includes identifying, capturing, documenting and managing records in accordance with applicable legislation, standards, guidelines, policies and procedures.
5. Through its records management program the College will provide all employees with the resources, training and procedures they need to create and maintain records.

### Procedures

6. Records will be classified, retained and destroyed in accordance with the Records Retention Schedule (RRS). The RRS will be in compliance with all legal and legislative requirements.
7. The Registrar has the authority and responsibility to ensure that the records management program is implemented, that practices are current, and that employees have the training and support necessary to comply with records management requirements.

8. The President must authorize the destruction of College records.
9. Employees will follow the approved retention and disposal schedule for their department.
10. Employees will file or otherwise organize College records in a manner that allows access and retrieval of these records quickly and easily, when required.
11. 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 according to the approved RSS.
12. Senior administrators will ensure compliance with privacy guidelines for the collection, storage and disposal of personal information records.

### Definitions

**Employee:** An individual who is employed by the College on a full-time, part-time, permanent, temporary or contract basis.

**Record:** Information created, received and maintained as evidence and as assets by an organization or person, in pursuit of legal obligations in the transaction of business.

**Records Management:** The efficient and systematic control of records, including processes for capturing, maintaining, storing and disposing of College records.

**Records Retention Schedule:** A timetable that sets out where Records are stored, for how long and appropriate actions and timelines for their disposal.

### Related Documents

- [Personal Information Protection Act \(PIPA\)](#)
- [1.3.9 Personal Information and Protection for Employees and Volunteers](#)
- [2.1.3 Admissions](#)
- A-6.1 Senior Secondary Student Records Departmental Guidelines
- Appendix A: Records Retention Schedule