

B5010 – RECORDED INFORMATION MANAGEMENT

PROCEDURES

Employees

1. Employees will:
 - 1.1 File or store recorded information, in any format, that they create or receive during their work for the College in such a way that other authorized employees can access and retrieve it quickly and easily.
 - 1.2 Follow the retention and disposal schedule that have been established for their department's original, official recorded information assets and approved by a department administrator in consultation with Records Management and Privacy.
 - 1.3 Protect individuals' privacy and protect the College's confidential business matters by keeping personal or confidential recorded information safe from unauthorized use or disclosure when working on campus or remotely. Employees will use appropriate privacy protection and security measures including, but not limited to:
 - Storing paper records in locked cabinets or drawers
 - Password-protecting laptops and other mobile devices
 - Immediately wiping data from mobile devices when they are lost or stolen
 - Receiving and returning student work in a way that protects students' personal information from being disclosed to others.
 - 1.4 Confidentially destroy personal or confidential recorded information by placing it in the locked bins located around the campus, using department shredders, or using home shredders when working remotely.
 - 1.5 Retain copies of recorded information that other departments create and maintain only as long as needed for reference, but not longer than the other departments keep their original, official recorded information.
2. Employees who leave the College or change positions will make all their recorded information available to their successors except information that is due for destruction, deletion or transfer to the College Archives.
3. Employees in departments that scan or import recorded information into an electronic document management system, e.g., WebXtender, will follow Canadian General Standards Board requirements to ensure that the information is admissible as evidence in legal proceedings. Records Management and Privacy and department administrators will work together to establish these processes.
4. Administrators will contact Records Management and Privacy to update their department's retention schedule when their operations or record-keeping needs change.
5. Administrators will establish procedures to protect any recorded information in their department from damage or loss that is crucial to continuing or restarting College operations in the event of a disaster. Procedures to protect such vital records include keeping information in both paper and electronic format or keeping two copies in different locations.

Records Management and Privacy

6. Records Management and Privacy will:
 - a) consult with College departments to establish and update retention and disposal schedules for the recorded information that they create and receive;
 - b) maintain a College-wide classification schema organized by business processes and their associated recorded information to support effective filing and retrieval; and
 - c) provide departments with on-site transfer, storage, retrieval and confidential destruction services for paper records.