

<b>Title</b>	<b>Recorded Information Management</b>
<b>Number</b>	<b>B5010</b>
<b>Category</b>	<b>Administration</b>

## 1. PURPOSE

To establish and maintain a governance model to ensure that the recorded information employees create and receive while working for Langara College:

- is managed systemically and consistently as an institutional asset;
- meets the College's legislative, regulatory, financial and legal obligations as a public body;
- provides evidence of College operations;
- reliably supports strategic and operational decisions; and
- supports the admissibility of electronic recorded information as evidence in legal proceedings.

## 2. DEFINITIONS

**Employee** – an individual employed and paid by the College to provide services on its behalf.

**Recorded information** – refers to all records that employees create or receive while working for the College and retain to meet operational, legal, financial, legislative and other needs. Recorded information may be paper, e-mail, documents stored on network drives or other electronic document repositories, database data, and audio-visual media.

## 3. POLICY

- 3.1 All recorded information that employees create and receive while working for the College is the College's property, other than information excepted under section 3.5.
- 3.2 Employees are responsible to:
- value and protect the recorded information they create and receive during their work like any other institutional asset to support effective operations, avoid risk of loss or damage and ensure the College meets its obligations as a public body;
  - identify sensitive institutional and personal information that may need specific measures to protect it from unauthorized use, disclosure, alteration or destruction; and
  - manage recorded information according to relevant federal and provincial laws, and College policies and procedures.
- 3.3 The Records Management and Privacy department is responsible to:
- maintain a comprehensive, College-wide recorded information management program that supports employees to create and maintain information that is trustworthy, usable, retained for the appropriate time, and managed consistently regardless of format or location; and

- b) provide employees with the resources, services and training they need to manage and protect their recorded information.
- 3.4 Departments that file and store recorded information in an electronic document repository, such as SharePoint or WebXtender, as part of their usual business operations will treat these records as the official, authoritative record.

#### **Exception**

- 3.5 This policy does not apply to:
- a) books and other published or licensed materials;
  - b) published or copyrightable materials as defined in collective agreements;
  - c) published or copyrightable materials that non-teaching employees produce in support of College operations and processes; or
  - d) intellectual property as defined in Policy B3006 – Intellectual Property.

#### **4. RESPONSIBILITY**

For inquiries relating to this policy, contact the Vice-President, Administration and Finance or the Manager, Records Management and Privacy.

#### **5. REGULATIONS/PROCEDURES**

[Recorded Information Management Procedures](#)

<b>History/Revision</b>	
Origination Date	December 6, 2005
Amendment Date(s)	February 23, 2021 January 27, 2009
Next Review Date	February 23, 2024