

Title	Recorded Information Management
Number	B5010
Category	Administration

1. PURPOSE

To establish and maintain a governance model to ensure that recorded information created and received by employees, service providers, and volunteers while working for or volunteering at Langara College:

- is managed systemically and consistently as an institutional asset;
- meets the College's obligations to manage recorded information according to legislative, regulatory, financial, and legal requirements;
- provides evidence of College operations; and
- reliably supports strategic and operational decisions.

2. DEFINITIONS

Employee – an individual who provides services under a contract of employment on behalf of the College for wages and/or other form of compensation.

Recorded information – refers to all records in any medium or format that employees, service providers, or volunteers create or receive while working or volunteering for the College that are retained to meet operational, legal, financial, legislative, and other needs. In this policy, recorded information may be paper, e-mail, documents stored on network drives or other electronic document repositories, database data, and audio-visual media.

Service provider/Contractor – a self-employed individual or entity who provides services to the College under a contract for goods and/or services on an independent or dependent contractor basis and is distinct from an employee.

Volunteer – any person appointed by the College to perform duties on behalf of the College, inclusive of participation in College committees and/or College sanctioned events on an unpaid basis.

3. POLICY

3.1 All recorded information that employees, service providers, or volunteers create and receive while working or volunteering for the College is the College's property, other than information excepted under section 3.5.

3.2 Employees, service providers, and volunteers are responsible to:

- a) value and protect the recorded information they create and receive during the performance of their duties like any other institutional asset to support effective

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operations, avoid risk of loss or damage, and ensure the College meets its obligations as a public body;

- b) identify sensitive institutional and personal information that may need specific measures to protect it from unauthorized use, disclosure, alteration, or destruction;
- c) file and store work-related recorded information, whether electronic or paper, in repositories or facilities managed by the College; and
- d) manage recorded information according to relevant federal and provincial laws, and College policies and procedures, including the procedures associated with this policy.

3.3 The Privacy and Records Management department is responsible to:

- a) maintain a comprehensive, College-wide recorded information management program that supports employees, service providers, and volunteers 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, service providers, and volunteers with the resources, services, and training they need to manage and protect their recorded information.

3.4 College departments will store and manage their electronic recorded information in document repositories approved by the College that have been established and maintained to:

- empower teamwork and collaboration within and between departments and, when applicable, externally;
- ensure that the access and sharing of recorded information, including personal information, is appropriate to an individual's role and responsibilities and meets information security and privacy protection requirements;
- facilitate searching for and retrieving relevant, complete, and reliable information to support operations and decision-making; and
- support document lifecycle management from creation to access, use, and final disposition.

3.5 Departments will treat the recorded information in these repositories as the official, authoritative evidence of College operations and decision-making.

Exception

3.6 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, Privacy and Records Management.

5. REGULATIONS/PROCEDURES

[Recorded Information Management Procedures](#)

History/Revision	
Origination Date	December 6, 2005 (as Records and Information Management)
Amendment Date(s)	January 14, 2026 February 23, 2021 January 27, 2009
Next Review Date	January 14, 2030