

## B5010 - RECORDED INFORMATION MANAGEMENT

## PROCEDURES

### Employees / Service Providers / Volunteers

1. Employees, service providers, and volunteers will:
  - 1.1 File or store recorded information, in any format, that they create or receive during their work or volunteer-related activities for the College in such a way that other authorized individuals can access and retrieve it quickly and easily.
  - 1.2 Follow the retention and disposal schedules established for their department's original, official recorded information, and approved by a department leader who has consulted with Privacy and Records Management.
  - 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.
  - 1.4 Apply privacy protection and information security measures that are appropriate to the level of confidentiality or sensitivity of the content as recommended by Privacy and Records Management and/or IT Cyber Security.
  - 1.5 Confidentially destroy personal or confidential recorded information by placing paper records in the locked bins located around the campus, using department shredders, or using home shredders when working remotely.
  - 1.6 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, in any format, available to their successors except information that is due for destruction, deletion, or transfer to the College Archives.
3. Leaders in College departments will contact Privacy and Records Management to update their department's retention schedule when their operations or record-keeping needs change.
4. Leaders in College departments will establish procedures to protect from damage or loss any recorded information in their department 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.

## Privacy and Records Management

5. Privacy and Records Management will:
  - a) consult with College departments to establish and update retention and disposal schedules for the recorded information that they create and receive regardless of format;
  - b) maintain a College-wide classification schema organized by business processes and their associated recorded information to support effective filing and retrieval; and

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- c) provide departments with on-site transfer, storage, retrieval, and confidential destruction services for paper records.