OFFICIAL / TRANSITORY / INACTIVE RECORDS MANAGEMENT

Belief

Each employee has an obligation to properly document what they do by creating accurate and complete records of all Division transactions.

Guidelines

1. Records and documents created by employees are important assets, which belong to the Division.

2. Not all records created or received need to be managed as official business records. Some records may have no value to Division operations or may be required for only a short period of time and for reference purposes only. Other records may be deemed obsolete once superseded by an update version.

3. The determination of official or transitory records applies to both electronic and paper documents.

4. A record is information created, received and maintained to meet legal obligations or to provide evidence of the transaction of business.

5. An Official Record is information created, received and maintained that meets the following criteria:
   5.1 Information required to maintain business operations
   5.2 Information that provides evidence of business transactions
   5.3 Information that provides evidence of compliance with legal and accountability obligations
   5.4 Information that has future business, legal or archival value to the Division

6. A Transitory Record is information created, received and maintained that meets the following criteria:
   6.1 Information of short-term value – includes personal messages and announcements unrelated to the conduct of Division business (i.e. telephone messages, meeting notices and newsletters)
   6.2 Duplicate documents – includes documents used for reference only; the master record is filed elsewhere. This includes published and public records.
   6.3 Draft documents and working materials – once a master record has been produced and saved into the records management system, draft/working materials shall be deleted (i.e. calculations, rough notes, editing notes and research materials).
7. The method used to dispose of transitory paper documents is dependant on whether or not they contain sensitive information. Non-confidential transitory paper records may be re-cycled. Where as, confidential transitory paper documents must be disposed of through a secure process and shredded.

8. Employees shall routinely delete transitory electronic records and regularly empty electronic disposal receptacles such as email Deleted Items folder and electronic Recycling Bins.

9. An Inactive Record is a record no longer needed to conduct current business but needs to be preserved until it meets the end of its retention period.

10. Inactive records shall be stored in the Division’s electronic records management system.

11. Sites that do not have access to the Division’s electronic records management system shall store inactive paper records in a secure area at the site.

12. Inactive student and financial records shall be stored in the vault in the Facilities building.

Reference:
- Freedom of Information and Protection of Privacy Act
- FOIPP Regulation 200/95
- Administrative Procedure 140 Technology Acceptable Use
- Administrative Procedure 182 Records Management
- Administrative Procedure 183 Email Management
- Records Management Program Handbook