



Records Management

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Category:	Information Management
Approving Body:	Leadership Team
Executive Division:	Student Services
Department Responsible:	Records Management and Privacy
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Policy Statement

BCIT is committed to records management that is compliant with legislation, completely and accurately accounts for the Institute’s conduct of business, and serves the Institute’s needs for access to information. This policy applies to records in every media format including print, digital, audio-visual, and film.

Purpose of This Policy

The purpose of this policy is to:

- Define the roles and responsibilities of employees and contractors for records creation, maintenance, retention, and disposition
- Ensure records are available to support the Institute’s decision-making
- Ensure that records are accessible to employees and contractors in the time needed to perform job duties and in the most cost-effective manner
- Allow for the comprehensive retrieval of records for formal Freedom of Information and Protection of Privacy (FOIPOP) requests, litigation support, and other business purposes
- Ensure compliance with legal retention requirements
- Ensure that Institute history is maintained for the long-term.

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Application of This Policy

This policy applies to all BCIT employees and contractors.

Related Documents and Legislation

BCIT Policies:

- Policy 3501, Acceptable Use of Information Technology
- Policy 3502, Information Security
- Policy 6700, Freedom of Information and Protection of Privacy
- Policy 6702, Archives and Special Collections.

Legislation:

- *BC Freedom of Information and Protection of Privacy Act*
- *BC Evidence Act*
- Other acts that are cited in BCIT's Directory of Records.

Definitions

Active Records

Active records are those records in current use, meaning that they are referred to at least once per month. Active records are paper-based or electronic and are stored in office areas and on information technology servers that are immediately accessible.

Case File

A case file is a group of electronic or paper-based records classified within the Directory of Records and coded with a unique identifying phrase that relate to a specific action, event, person, or project.

Directory of Records

The Directory of Records is BCIT's records classification and retention schedule. It is an online database system which provides a filing structure for records that exist at the Institute. It includes designations of the BCIT departments accountable for maintaining the records, classification numbers, descriptive scope notes, retention times, and disposition. The Directory also shows the legislation and procedures that apply.

Disposition

Disposition refers to the final outcome of BCIT records in all media formats. Two outcomes are possible: records are either destroyed or transferred to BCIT Archives for long-term retention.

Records

Records are documented information produced in the conduct of business in any media format, including print, digital, audio-visual, and film, for the delivery of BCIT programs and services; to carry out operations; to make decisions; and to account for activities. A record must have value to be retained and serve as evidence of transactions, operations, or events. Any record created or obtained in the course of an employee's or contractor's duties at BCIT belongs to BCIT.

Records Custodian

Records Custodians are employees within BCIT departments responsible for managing the department's records.

Records Hold

A process where notification of an audit, operational event, potential or actual litigation creates an exception to the standard retention schedule for a specific case file.

Records Discovery

Legal procedures that require each party involved in litigation to disclose essential information to the other.

Records Management/FOIPOP Contact

Records Management/FOIPOP Contacts act as the primary contact for records management in their departments and assist the Records Management and Privacy Manager in FOIPOP requests.

Records Retention

Records retention refers to the length of time records are kept until they are destroyed or transferred to BCIT Archives for long-term retention. Record retention schedules include the active retention, semi-active retention, and disposition dates.

Semi-Active Records

Semi-active records are records that are used infrequently by BCIT employees and contractors. They are moved from office space to lower-cost, high-density warehouse storage space. Electronic semi-active records are stored off-line. BCIT users may obtain semi-active records upon request.

Other Information

None.

Duties and Responsibilities**BCIT Employees and Contractors**

Employees and contractors may create verifiable records of evidence in the conduct of business at BCIT. They should be aware that any BCIT record may be released in a Freedom of Information and Protection of Privacy (FOIPOP) access request. They are responsible for:

- Creating records in a professional and objective manner
- Identifying which documents are records-worthy and declaring them as such
- Submitting records (e.g., print, digital, audio-visual, and film) they create or obtain to the department accountable for maintaining the record as shown in the Directory of Records
- Upon notification of an event that requires a records hold, (e.g., audit, operational event, potential or actual litigation) notifying the Director, Supply Management.

Administrators

Administrators are responsible for:

- Assigning the records maintenance functions to appropriately trained Records Custodians within their departments
- Designating the Records Management/FOIPOP contacts within their departments
- Ensuring that records contain authentic evidence of transactions and operations
- Ensuring that records containing BCIT Confidential and Personal information are protected from unauthorized use and disclosure, according to business needs and the provisions of the *Freedom of Information and Protection of Privacy Act*
- Ensuring the comprehensiveness of case files

Duties and Responsibilities

- Authorizing record retention schedules for classifications of records
- Authorizing records destruction or transfer to the BCIT Archives
- Suspending routine destruction of records in the event of pending or actual litigation or management review/audit.

Director, Supply Management

The Director is responsible for:

- Receiving notice of records holds and records discovery from an employee or an external party
- Advising the Records Management and Privacy Manager of records holds and records discovery
- Working with the Records Management and Privacy Manager to collect records that are responsive to records discovery and compiling the legal case file
- Creating and maintaining the legal case file.

Records Custodians

Records Custodians are responsible for managing their departments' records in accordance with Procedure 6701-PR1, Records Management.

Records Management and Privacy Manager

The Records Management and Privacy Manager has overall responsibility for the administration of records management and privacy protection, including:

- Maintaining the Directory of Records
- Managing semi-active records stored on campus or off-site
- Administering the records disposition processes
- Responding to Freedom of Information and Protection of Privacy (FOIPOP) requests.
- Assuring privacy protection in new or revised BCIT processes
- Responding to privacy complaints
- Receiving notice of records holds and assisting Supply Management with records discovery
- Training and advising BCIT employees and contractors in records management and privacy protection practices.

Records Management/FOIPOP Contacts

Records Management/FOIPOP Contacts are responsible for:

- Assisting the Records Management and Privacy Manager with the retrieval and review of records to fulfill FOIPOP requests
- Disseminating information on records management and privacy protection procedures within the school or department.

Procedures and Guidelines Associated With This Policy

Procedure 6701-PR1, Records Management.

Forms Associated With This Policy

Directory of Records Amendment LIB 70

See also Procedure 6700-PR1, Records Management for additional forms.

Special Situations

None.

Amendment History

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| 2. Revision 1 | 2008 Sep 30 |

Scheduled Review Date

2013 Sep 01