
Records Management

[Draft]

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Category:	Administrative
Approval Body:	Board of Governors
Executive Sponsor:	Provost and Vice President Academic
Entity Responsible:	Library
Directory of Records:	0650-15
Classification:	Information Management
Approval Date:	2026 Mxx DD [tbd – pending]

Background

BCIT creates and receives significant volumes of Records related to students, employees, finance, research, facilities, and governance. These Records support the Institute's operations, decision-making, and accountability obligations. As information is a critical Institute asset, a formal Records Management Policy establishes a consistent framework for Managing Records throughout their lifecycle and supporting legal, regulatory, and operational requirements.

BCIT's Records are its property and must be managed securely and efficiently, in a way that ensures their authenticity, reliability, accessibility, and appropriate disposition. Records must be protected from unauthorized access, use, alteration, loss, or destruction. This policy applies to all Records, as defined, in all formats.

Purpose

The purpose of this policy is to ensure that BCIT Records are created, used, disposed of, and preserved in a systematic manner, compliant with relevant legislation, including access in accordance with the *Freedom of Information and Protection of Privacy Act* (FIPPA); and to define authorities, responsibilities, and accountabilities for Records Management.

Application

This policy applies to all faculty, staff, administrators, contractors, and service providers who handle Records on behalf of BCIT. It encompasses Records related to teaching, research, student services, governance, and Institute operations.

Scope

This policy applies to all Records created, received, maintained, or disposed of by BCIT in the conduct of its business, regardless of format or storage location. It governs Records throughout their lifecycle from creation through final disposition.

Related Documents and Legislation

Provincial Legislation

Freedom of Information and Protection of Privacy Act [RSBC 1996, C165]

Evidence Act [RSBC 1996, C124]

BCIT Policies

3501 - Acceptable Use of Information Technology

3502 - Cyber Security

6700 - Access and Privacy Management Program]

6702 - Archives and Special Collections

Related Reference

ISO 15489-1: 2016 Information and documentation - Records management - Part 1: Concepts and principles

Definitions

Archival Record means a record appraised as having continued historical value, either for business or research; Archival Records are selected for permanent retention following their business lifecycle.

Record includes documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces Records.

Records Custodian means an employee appointed by a Department Manager to serve as the department's designated contact for Records Management matters and to support compliance with BCIT Records Management and privacy requirements.

Records Management means the field of management responsible for efficient and systematic control of the creation, receipt, maintenance, use and disposition of Records, including the processes for capturing and maintaining evidence of any information about business activities and transactions in the form of Records.

Records Retention Schedule (BCIT Directory of Records or DoR) means BCIT's official Records classification and retention system for identifying Records maintained by the Institute, assigning classification numbers, establishing retention periods, and providing disposition instructions, including destruction or transfer to the Archives, in accordance with legal, regulatory, and Institute requirements. Developed using ARMA and ISO standards.

Transitory Record means information of temporary usefulness, needed only for a limited time to complete a routine action or prepare a final record, not required for financial, legal, audit or statutory purposes and thus not filed in the recordkeeping system; these can exist in any format or medium (paper or digital) and can be created and shared using a variety of technologies (e.g., email, social media, Teams, SharePoint, wikis).

Vital Record means any recorded information essential for an organization's continuation or survival if a disaster strikes. These Records are fundamental to ongoing operations, impossible to replace, and used to re-establish legal, financial, and operational status.

Guiding Principles

- Records Management is a shared responsibility. All employees are responsible for creating, maintaining, and Managing Records in accordance with Institute requirements and their assigned responsibilities.
- Records must accurately document BCIT activities and decisions and be maintained in a way that preserves their authenticity, reliability, and integrity over time.
- Records are managed to support timely access to information, operational effectiveness, accountability, and compliance with the *Freedom of Information and Protection of Privacy Act* (FIPPA), while protecting information that is restricted from disclosure.
- Records are managed throughout their lifecycle, from creation and active use through retention, disposition, or archival preservation, in accordance with the BCIT Directory of Records and approved retention requirements.
- Records containing personal, confidential, or sensitive information are protected from unauthorized access, use, disclosure, alteration, loss, or destruction through appropriate administrative, physical, and technical safeguards.
- Records are retained for as long as required to meet legal, regulatory, operational, and historical requirements and are disposed of in a consistent, documented, and defensible manner.
- Records with enduring historical, evidential, or research value are identified and preserved to support BCIT's institutional history, accountability, and future research needs.
- Records management practices apply regardless of format and support the effective management, preservation, and accessibility of both physical and digital Records.
- Vital Records are identified, protected, and maintained to ensure BCIT can continue or restore critical operations, meet legal and financial obligations, and recover essential functions following a disruption, emergency, or disaster.

Duties and Responsibilities

BCIT Employees and Contractors

BCIT employees and contractors may create Records as part of their work. Everyone is responsible for:

- Creating Records that are clear, professional, and accurate.
- Identifying and managing Records in accordance with BCIT Records Management procedures.
- Providing Records regardless of format to the department designated as the Office of Primary Responsibility in the BCIT Directory of Records.
- Being aware that documents may be subject to Access to Information (FOI) Requests and handling them accordingly.

- Informing both the Director, IAPO and the Manager, Library Operations & Records Management when directed to retain Records for an audit, investigation, litigation, or other authorized purpose.
- When leaving employment at BCIT, ensuring that all Records remain with the Institute and accessible.
- Individual employees are authorized to destroy Transitory Records outside of the regular Records destruction process; however, no Records subject to Access to Information (FOI) Requests or litigation search request may be destroyed, even if the Records are Transitory or are eligible for destruction according to the BCIT Directory of Records.

Administrators

- Ensure that Records under the custody or control of their department are maintained in accordance with this policy and associated procedures.
- Designate trained Records Custodians within their departments.
- Support the creation and maintenance of Records that accurately reflect business activities and transactions
- Protect confidential and personal information in compliance with privacy laws.
- Approve record retention classifications and schedules.
- Authorize the destruction of Records or transfer of Archival Records in accordance with the retention schedule.
- Suspend routine record destruction during active Access to Information (FOI) Requests, litigation or audits.

Record Custodians

- Are responsible for Managing their departments' Records in accordance with 6701-PR1 Records Management Procedure.
- Assist in the retrieval and review of Records for Access to Information (FOI) Requests or other requests.
- Share information about Records Management and privacy procedures within their department or school.

Library Services - Records Management

- Maintains the Directory of Records to ensure compliance with legislative, regulatory, and Institute requirements. Changes to the schedule are done in conjunction with departments and take into consideration best practices and policies.
- Manages semi-active Records stored off-site.
- Administers Records disposition processes.
- Assists departments with document retrieval from off-site.
- Receives notice of Records holds and assists IAPO with Records discovery.
- Trains and advises BCIT departments, employees, and contractors in Managing Records.
- Manages confidential shred bins on campus.

Special Situations

None

Associated Procedures

None

Note for Community Review:

6701-PR1 Records Management Procedure [under review & updating to Guidance Document]

6701-PR2 Digital Records Preservation Procedure [under review & updating to Guidance Document]

Associated Forms

See 6701-PR1 Records Management Procedure for reference to any required forms.

BCIT Directory of Records (as found on SharePoint)

Appendix

None

Approval History

		<u>Approval Date</u>	<u>Status</u>
Created:	Policy 6701 version 1	2003 Jul 15	Replaced
Revised:	Policy 6701 version 2	2008 Sept 30	In Force
Revised:	Policy 6701 version 3 [draft]	2026 tbd	pending approval

Scheduled Review Date

yyyy Mmm dd [TBD upon board approval]; however, the Policy's Executive Sponsor may initiate review at any time.