

RECORDS MANAGEMENT & DISPOSITION

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

Category:	B. Administration
Policy Number:	B09
Approval Date:	July 10, 2025
Effective Date:	July 10, 2025
Policy Owner:	Chief of Staff

Objective:	<p>Olds College of Agriculture & Technology (the “College”) will ensure effective records management practices are established by all departments to enhance the operational efficiencies of the College and to adhere to the regulations set out in the <i>Protection of Privacy Act</i>, <i>Access to Information Act</i> and the <i>Health Information Act</i>.</p> <p>The College has adopted the Information Technology Management (ITM) Control Framework Developed by the Government of Alberta for its Enterprise Information Management (EIM).</p> <p>This policy will provide guidance for departments in the development of these standard business practices by providing definitions of records and guidelines for retention, storage, retrieval, disposition and archival practices.</p>
Policy:	<p>The College Leadership Team Member will be accountable for the implementation of all aspects of this policy and monitor compliance within their department. It is an offense to destroy any records with the intent to evade a request for access to the records and it is an offense to direct another person to destroy records with the intent to evade a request for access.</p> <p>All records, in any format, created, received or maintained by the College officers or employees in carrying out, supporting, or otherwise related to their duties or work are the property of the College and are subject to this policy, associated procedures and associated guidelines. The College will manage all records in compliance with relevant legislation and regulatory requirements and standards.</p> <p>The College will manage records in its custody and control by:</p> <ul style="list-style-type: none"> • Promoting effectiveness and efficiency in the creation, maintenance, access, storage, retrieval and disposal of College records; • Supporting both protection of privacy and freedom of information services throughout the College; • Ensuring the integrity, authenticity, reliability and usability of College records;

- Ensuring that transitory and official records are maintained for appropriate retention periods according to legal, operational and administrative requirements;
- Ensuring that records are promptly and securely disposed of once the retention periods have elapsed;
- Ensuring sensitive records of the College are safeguarded;
- Preserving and making available the permanent and archival records of the College; and
- Ensuring the cost of maintaining records is controlled.

Records must be made

Records are to be created to document or facilitate the transactions of all business activities. Business processes are to be put in place to ensure that requirements to make records are documented and that systems are in place to facilitate the creation of records. All staff are to be made aware of their responsibilities to make records.

Records must be accurate

Records are to be created at the time, or as soon as practicable after the event, to which they relate. All records created by the College are to provide a correct reflection of what was done, communicated or decided.

Records must be authentic

Records created or received by the College are to be routinely captured into an approved recordkeeping system and appropriate metadata created and captured, or otherwise associated with records.

Records must have integrity

Recordkeeping systems and storage facilities are designed and implemented to protect records from unauthorized access, alteration, deletion or loss. Unauthorized access, alteration or destruction of records is forbidden by College policy and practice. Migration of records from one system to another is to be controlled, documented and compliant with best practice.

Records must be accessible and usable

Records are to be linked to their business context, which includes records relating to the same business activity or transaction. The location and use of records is to be recorded and tracked. Records are to be accessible for as long as they are required and disposed of in accordance with College disposal procedures.

Records must be disposed of appropriately

Records must be disposed of in accordance with legislative requirements, policy and recognized standards of best practice.

Definitions:

Authenticity: The trustworthiness of a record as a record; the quality of a record that is what it purports to be and that is free from tampering or corruption.

College Leadership Team Member (CLT): Includes the President, Vice Presidents, Chief Financial Officer, Chief People & Culture Officer, Chief of Staff, Deans and Directors as outlined in the Terms of Reference for the CLT.

Disposition: The final action taken pertaining to a record, including its destruction, transfer to another entity or permanent preservation.

Official Records: A complete, final and authorized version of a record. Provides evidence of business transactions, is required by legislation, provides evidence of compliance with business requirements, and contributes to the building of the College's memory for scientific, cultural or historical purposes.

	<p>Record: Recorded information created, received and maintained by an organization or individual in pursuance of its legal obligations or in the transaction of business. A record of information in any form and includes notes, images, audiovisual recordings, x-rays, books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produced records.</p> <p>Transitory Record: Are records in any format that are of short-term value, with no further uses beyond their primary purpose.</p> <p>Usability: The measurable quality of how usable a record or record system is.</p>
<p>Related Information:</p>	<p><i>Protection of Privacy Act</i> <i>Access to Information Act</i> <i>Health Information Act</i> <i>Electronic Transactions Act</i> ISO 15489-1:2016 (E): Information and documentation – Records management B04 Information Access & Protection of Privacy Records Retention & Disposition Schedule</p>
<p>Related Procedures:</p>	<p>B09 Records Management & Disposition Procedure</p>
<p>Review Period:</p>	<p>3 years</p>
<p>Revision History:</p>	<p>New: November 1999 Revised: September 2001 Revised: June 2014 Revised: June 2025</p>