

RECORDS MANAGEMENT & DISPOSITION

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

Category:	B. Administration
Parent Policy:	B09
Approval Date:	June 25, 2025
Effective Date:	June 25, 2025
Procedure Owner:	Chief of Staff

Overview:	The purpose of this procedure is to provide information for the Olds College of Agriculture & Technology (the "College") staff assigned with responsibility for disposing of records. It provides instructions for preparing records for final disposition that are located in storage both onsite and offsite.
Procedures:	<p>Each department is responsible to appoint:</p> <ol style="list-style-type: none"> 1. A Freedom of Information and Protection of Privacy (FOIP) contact person, who will work closely with the FOIP Coordinator to receive, track and process all requests for information; and 2. Records / Data Owner(s), who will be responsible for: <ol style="list-style-type: none"> a. Maintaining active records b. Ensuring that the Record Retention & Disposition Schedule is reviewed and updated on a yearly basis c. Determining transitory records and inactive records on a yearly basis d. Maintaining documentation of records stored, disposed and/or archived for the purpose of efficiencies of records management practices and in order to respond to FOIP requests e. Collecting and coordinating all requested records if a FOIP request is received f. Preparing archived records storage boxes, labeled with the below information on the exterior of the container: <p style="margin-left: 40px;">Example: Department: Facilities File Type: Departmental Meetings Dates: 2020 - 2022 Contact: Jean Smith Disposal Date: July 2025</p>

- g. Ensuring that inactive records are transferred to the designated storage area. The records will remain the responsibility of the transferring department up to and including disposal
- h. Ensuring that disposal of records as set out in their Retention Schedule takes place on an annual basis on or before June 30th. The department's Records / Data Owner(s) should authorize the disposal of all records. Departments must provide the FOIP Coordinator with revised Retention Schedules
- i. Adhering to the recommended methods of disposal

If electronic records are the medium, the Records / Data Owner is responsible to confer with the Information Technology department for maintenance or retention procedures.

Retention Schedules: Departments have the responsibility and authority to develop their individual retention schedules while adhering to the FOIP regulations and definitions as outlined in this policy. It is the responsibility of each department to provide the FOIP Coordinator and Records / Data Owner(s) with their retention schedules (and revisions) on a yearly basis.

Permanent: Permanent records (such as Board minutes) must be protected and maintained even if they are no longer required for immediate business use.

Transitory Records Disposition: The decision to dispose of transitory records depends on whether or not the records are confidential. Transitory records that contain personal or sensitive information must be shredded.

Records Disposition: It is best practice to dispose of records in an organized, authorized manner. The authorization for disposition should be in a format that is organized and with approval of department managers. No records are to be destroyed or erased prior to the minimum retention periods established. Records and information on accounts, budgets, financial transactions, supplies, invoices, travel, buildings, accommodation, facilities issues and other administrative records are generally without enduring value and can be retained for significantly shorter periods of time than similar records held by departments and units which are directly responsible for these operational functions.

Physical format: Paper records can be recycled (if confidential and/or personal information is not evident); shredding of most documents is recommended before disposal. Records on electronic media are deleted through a specific action or erased automatically after a specified period of time.

General Conditions

- All records in the custody and control of the College shall be managed in accordance with the B09 Records Management & Disposition Policy and the Records Retention & Disposition Schedule (Retention Schedule).
- Physical records must be disposed of according to this procedure.
- Executive or College Leadership Team Member approval is required to dispose of records. The College Leadership Team Member will sign off on records created by a department or division. Executives will sign off on records created at the portfolio level. If necessary, Executives may sign off on department or divisional records, in lieu of a College Leadership Team Member.
 - Approval is to be based on the approved Retention Schedule as well as consideration for legal purposes, audit purposes, investigations, student appeals, active requests for access to

information or other matters that may necessitate the retention of records to deal with issues affecting the College.

- Official records will not be destroyed, selectively retained or permanently preserved without written authorization.

Official College records must be retained for the full duration of their retention period, as defined by the Retention Schedule. Once the retention period has elapsed, the record is eligible for destruction or transfer to an archive. The Retention Period begins to count down only after the Trigger Event defined in the Retention Schedule has occurred.

Process for Physical/Paper Records:

1. Evaluation

Departments are collectively responsible for monitoring records that are eligible for archiving or disposal on an annual basis.

2. Preparation

Retrieve a current copy of the Retention Schedule and if necessary, order storage boxes to pack up the material.

3. Retention Schedule Review

Determine whether or not there is an approved Retention Schedule that covers the records being reviewed. Records will not be archived or disposed of without an approved Retention Schedule.

4. Records and Box Preparation

Gather records, files and boxes.

- a. Place records into file folders and name files appropriately.
- b. Order files according to alphabetical listing, date or subject.
- c. Place files into storage boxes.
- d. Group records from the same retention schedule.
- e. All material should be boxed according to: permanent, archival selection or disposal record status.
- f. Remove and destroy transitory records. Transitory records do not need to be inventoried or formally destroyed.
- g. Remove records from binders, if applicable.
- h. Elastics or colored paper can be used to subdivide each file and separate contents, if necessary.
- i. Do not write on the box.
- j. Ensure boxes are as full as possible.

5. Records Inventory Creation and Notification of Disposition form

Create a Records Inventory. Unless otherwise indicated, all fields are required:

- a. Add all files to the Inventory in the same order as they are in the boxes.
- b. List each description in its designated area.
- c. File titles listed on the Inventory should identically match the titles on the physical files.
- d. Enter dates as MM/DD/YYYY
- e. Use the Retention Schedule to determine the:
 - i. Disposition / final status (Permanent, Archival Selection or Disposal)
 - ii. Eligible disposal date based on the Retention Period

After filing and inventorying, ensure that all titles, descriptions and dispositions are

accurate. Fill out a Notification of Disposition form to submit with the Records Inventory.

6. Review and Authorization Request

Contact the Records / Data Owner(s) to review and approve the populated Records Inventory and Notification of Disposition form, with the following information:

- a. Date of the request
- b. Your contact information
- c. The room and area the boxes are located in
- d. The number of boxes for pick up
- e. Clearly indicate that the boxes that are to be transferred to an archive for preservation or destroyed.

Upon approval, when you have entered the information about your records into the Records Inventory, print off the form and put it into the applicable box.

7. Certification

Once the records have been inventoried and approved, a Records Destruction Certificate will be prepared by the Records / Data Owner(s). The certificate will list the box numbers, file descriptions and scheduled destruction dates of the material.

8. Authorization on Destruction

The Executive or College Leadership Team Member will be presented both with the Records Destruction Certificate and Records Inventory for final approval. Departments are responsible for reviewing the documentation and alerting the Records / Data Owner(s) if there are any records that require further care before disposition.

Approval Denied

Where the Executive or College Leadership Team Member has identified files that cannot be destroyed according to the Retention Schedule, the Executive or College Leadership Team Member is to annotate the reason in the "Approval Denied" and "Denial Description" columns of the Records Inventory, according to the criteria listed below:

- Legal issue
- Audit purposes
- Investigations
- Student Appeals
- FOIP Request
- Other valid reason(s)

Provide details and send all of the forms to the Records / Data Owner(s).

Regarding disposition exceptions, the Records / Data Owner(s) will remove selected files from the box, process the files as instructed and resubmit the modified Records Inventory and Records Destruction Certificate to the Executive or College Leadership Team Member for approval.

9. Transfer

Files that are scheduled for archival selection or permanent retention will be physically reviewed by the Records / Data Owner(s) to determine if the records hold any historical value to the institution. Any records deemed to have historical value are transferred to an archive for preservation. All other files will be shredded by a third-party shredding company.

10. Destruction

Onsite Destruction

The Records / Data Owner(s) will:

- a. Contact the service provider to initiate onsite confidential shredding of records;
- b. Observe the service provider load and shred boxes;
- c. Obtain a destruction certificate from the shredding company showing that the records have been destroyed; and
- d. File and manage all related records

Once destruction has occurred, the Records / Data Owner(s) maintains the internal Records Destruction Certificate and the shredding company's destruction certificate as a permanent record of the destruction of the records.

Definitions:

Archives: A place where records selected for permanent preservation are kept.

Archivist: A professional educated in archival science and responsible for the administration of archives.

College Leadership Team Member (CLT): Includes members as outlined in the Terms of Reference for the College Leadership Team.

Executive: Includes members as outlined in the Terms of Reference for the Executive Leadership Team (ELT).

File: A group of records related by use or topic, typically housed in a folder (or a group of folders for a large file).

Inactive Record: A record that is no longer used in the day-to-day course of business but which may be kept and occasionally used for legal, historical or operational purposes.

Official Record: 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.

Record: A record is any information in any form, including books, documents, maps, drawings, photographs, letters, memos, vouchers, papers, notes, images, audiovisual, recordings, x-rays and any other information that is written, photographed, recorded or stored in any manner, but does not include software (itself) or any mechanism that produces records.

Semi-Active Record: A record which is no longer needed for the purpose of carrying out the action for which it was created, but which is needed by the record's creator for reference. Semi-active records are only referred to on an infrequent basis (e.g. seasonally, annually).

Transitory Record: Are records in any format that are of short-term value, with no further uses beyond their primary purpose.

Related Information:

Protection of Privacy Act
Access to Information Act
Health Information Act
Electronic Transactions Act
 ISO 15489-1:2016 (E): Information and documentation – Records management
 B04 Information Access & Protection of Privacy
[Notification of Disposition Form](#)

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3 years

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