

Policy Title: **Records Management**
Policy Approver: President's Office
Policy Holder: Director, Finance and Administrative Services
Category: Operational
Original Date: May 2009
Last Revised: May 2009
Next Review: July 2010

Approval Statement

With the approval of the President of Yukon College, this policy is hereby deemed in effect the 6th day of May, 2009.

May 6, 2009

President, Yukon College

Date

1. Purpose of Policy

The Yukon University Records Management Program serves all divisions, offices and institutes within the University. Its primary objective is to assist all faculty and staff to manage University records in all formats in compliance with fiduciary, legal and policy requirements through all phases from creation through final disposition.

University records include all record information in all formats including electronic records created or received by Yukon University employees, and contractors or other third party partners deemed employees for the purposes of this policy, while carrying out their functions, roles and responsibilities. University records include: correspondence, e-mails, files, reports, minutes, registers, directives, publications, photographs, images, audio and visual recordings, architectural plans, curriculum or other materials created as part of a contractual relationship with the University or related third party partner(s), when the University and/or third party partner(s) are designated as owners and/or holders of copyright for the materials, and other documentary materials in all formats. University records do not include the intellectual property and copyrighted instructional materials or research belonging to instructors or other staff.

University records are the property of Yukon University. No person shall remove or destroy University records except in accordance with an approved Records Disposition Authority.

Roles & Responsibilities

Roles and responsibilities for the Records Management Policy and Procedures are as follows:

- *President will:*
 - assign roles and responsibilities for implementation of the policy and procedures
 - appoint the Chief Information Officer (CIO)

- *President, Vice-President(s), Deans, and Directors will:*
 - designate staff to implement Records Management policy and procedures
 - protect University records including privacy of personal and business information by implementing appropriate records classification systems and security

- *Records Management Committee* will:
 - Include University Archivist, Chief Information Officer, Records Manager, Computing Services Manager, Administrative Assistant representative, Registrar, and others designated by the President
 - Develop strategic and long-range plans for University Records Management systems, including electronic records
 - review records policies, systems and security on an ongoing basis to ensure University compliance with applicable policies and legislation
 - conduct periodic privacy audits
 - provide regular reports to the President

- *University Archivist* will:
 - determine appropriate final disposition for all University records in accordance with ongoing legal, fiduciary and historical requirements for the records
 - participate in Records Management Committee

- *Chief Information Officer* will:
 - participate in Records Management Committee and assist in implementation of Records Management Policy and Procedures

- *Records Manager* will:
 - develop policies, procedures, guidelines, records classification systems, and disposition authorities
 - assist staff in implementing appropriate records classification systems, procedures, disposition authorities, and security
 - provide training for staff in Records Management processes
 - chair Records Management Committee

- *University Managers and all Employees* will:
 - comply with the Records Management policy and procedures

2. Governing Legislation and Relevant Documents

Board Policies 1, 3, 6.

Yukon University Act

Yukon University Information Access and Protection of Privacy Policy and Procedures Yukon

University Archives Policy

3. Procedures

Yukon University Records Classification System

4. Other Related and/or Accompanying Documents

Form (attached)