

Policy Title: Student Records Management
Policy Approver: President’s Office
Policy Holder: Vice President, Academic
Executive Lead: Office of the Registrar
Category: Operational
Original Date: September 2022
Last Revised:
Next Review: September 2024

Policy Statement

Yukon University believes in creating, collecting, and maintaining accurate student records that are managed consistently as an institutional asset that meet legislative requirements. This policy supports employees to create and maintain student records that are trustworthy, useable, retained for the appropriate time and managed consistently regardless of format or location.

Approval Statement

With the consent of the Senior Executive Committee and approval of the President of Yukon University, this policy is hereby deemed in effect the 2nd day of November 2022.



President, Yukon University

November 2nd, 2022

Date

1. Purpose of Policy

- Guide the creation, use, disposal, and preservation of student records in a systematic manner that is compliant with relevant legislation;
- Ensure access and privacy to student records in compliance with the Yukon Access to Information and Privacy Protection legislation;
- Support strategic and operational decisions of the university;
- Support the principles covered in the university's Information Access and Privacy Protection policy, and the Academic Regulation 5.15 Custodians of Confidential Records;
- Ensures the admissibility of electronic student records as evidence in legal proceedings; and
- Identifying the Office or Division of Primary Responsibility for record collection, retrieval, and retention.

2. Governing Legislation and Relevant Documents

- Academic Regulations: [Academic Regulations | Yukon University](#)
- ATIPP Legislation: https://laws.yukon.ca/cms/images/LEGISLATION/PRINCIPAL/2018/2018-0009/2018-0009_1.pdf
- Privacy Act: <https://laws-lois.justice.gc.ca/PDF/P-21.pdf>

3. Scope

The scope of this policy will apply to all student records created or received by employees of the University.

Procedures developed by individual departments establish the retention timetables for student records that are created by the University.

4. Definitions

- **Student:** for the purpose of this policy, student refers to any person who is or has been registered in any credit or non-credit course, and/or who has initiated an application for admission and has been assigned a student identification number.
- **Record:** University Records means all recorded 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.

- **Custodian:** Any employee of Yukon University that collects, stores or accesses student records. Responsible for the security, retention, and disposition of student records.
- **Storage:** The act of keeping a record for an extended time period. Applies to both physical and digital storage.
- **Access:** To obtain, examine or retrieve a record. Access may be restricted depending on the content of the record.
- **Disposition:** The outcome of records stored in any format. At the end of their retention period, records may be destroyed, stored indefinitely, or archived for permanent retention.
- **Archive:** A record that has historical, legal, business or reference that is retained permanently. Once a predetermined retention period has passed, a record can be transferred to archives for permanent storage.
- **Disposal:** The destruction of a record once the retention period has expired. The disposal process may vary depending on the type and content of the record.
- **Retention Schedule:** A guiding document that outlines all types of records stored, the length of time for storage based on governing legislation and policy, and the proper disposition once a record has met the required retention period.
- **Office of Primary Responsibility:** The department, office or individual responsible for a record during all stages of the records lifecycle.

5. Guiding Principles

The following guiding principles were used in the development of this policy.

- All recorded student information that employees create or receive becomes the property of the University;
- Employees are responsible to value and protect the confidentiality of the recorded student information they create and receive during their work;
- Employees must manage recorded information in compliance with relevant legislation; and

- Student records should be easily retrievable whether digital or paper and retained for the appropriate amount of time as per the retention schedule.

6. Other Related and/or Accompanying Documents

Office of the Registrar Procedures and Retention Schedule.

7. Document History

Include all updates here, including housekeeping changes, beginning with formal approval.

<i>Date</i>	<i>Update</i>
September 2022	Approved by Yukon University President

ADDENDUM A - POLICY COMMUNICATION CHECKLIST

Policy Name: Student Records Management Policy

Number: VP 3.0

Submitted by: Office of the Registrar

List those consulted with in preparation of this policy:

Name	Department	Date
	Office of the Registrar	April 2022
	Student Success Division	April 2022

This checklist must be completed prior to the final draft of a policy being presented to SEC for presidential approval.

Body	Communication Planned?	Completed?	Comments
Senior Team	October 2022		
Student Union	October 2022		
Employee's Union	October 2022		
Occupational Health and Safety	no		
Senate	no		
Board or a Board subcommittee	no		
Provost's Table	September 2022	Y	Final endorsement for President's approval