



Records and Information Management Policy

Policy 10.2

Section:	Privacy and Information Management		
Approved By:	Council	Public:	Yes
Approved Date:	September 26, 2017	Review Schedule:	Every 3 Years
Effective Date:	September 26, 2017	Last Reviewed:	September 2023
Amended Date(s):		Next Review Date:	September 2026

Purpose

The College is committed to establishing and maintaining records and information practices that meet legal and operational obligations and requirements.¹ The College is also committed to establishing and maintaining records and information practices that support efficiency, transparency and accountability.

The purpose of the Records and Information Management Policy is to establish clear organizational standards for the management of records and information from creation to disposal or permanent retention.

This Policy applies to all records and information within the custody or control of the College, including records and information where an electronic record is intended to replace an original paper document and be accepted as documentary evidence in a legal proceeding. This Policy also includes, but is not limited to: records and information management systems, databases and business information systems. This Policy does not apply to service providers.

¹ For the purpose of this Policy, “records” are information created, received, and maintained by the College for business purposes, legal obligations, or both, regardless of medium or form.

Policy statement

Records and information are essential in the usual and ordinary course of business of the College. The availability of reliable and authentic information and records supports the delivery of service to College members and stakeholders.

To ensure the admissibility of records and information as documentary evidence in legal proceedings, electronic records must comply with the National Standard of Canada, *Electronic Records as Documentary Evidence* CAN/CGSB-72.34-(2005).²

To ensure the admissibility of electronic records and information as documentary evidence in a legal proceeding, once a record has been quality controlled and determined satisfactory, the original paper source must be shredded and disposed of within an established time frame. The only exception will be those records defined as having permanent value, which will be sent to an off-site storage facility for long-term preservation.

The Records and Information Management Policy is supported by the following approved documents: the Records and Information Management Program Policy; the Records and Information Management Program Procedure; the Records and Information Retention Policy; the Records and Information Retention Schedule; the Information Security Policy; the Digitization Process Manual; and the College's Operations Manual.

² CAN/CGSB-72.34 specifies principles and procedures for creating all forms of electronic records to enhance their admissibility as evidence in legal proceedings. Admissibility under electronic record provisions such as s. 31.2(1)(a) of the *Canada Evidence Act* and s. 34.1(5) and (5.1) of the *Ontario Evidence Act* require proof of the integrity of the electronic records system by or in which the electronic record was recorded or stored. The requirements for establishing the integrity of a records management system are defined by CAN/CGSB-72.34. For the full text of the Standard, consult www.publications.gc.ca/site/eng/287649/publication.html.