



**The University of British Columbia  
Board of Governors**

**Policy No.:**

**117**

**Approval Date:**

March 1996

**Last Revision:**

February 2008

**Responsible Executive:**

Vice-President, Administration and Finance

**Title:**

**Records Management**

**Background & Purposes:**

The purposes of this Policy are:

- To ensure that the University's Records are created, managed, retained, and disposed of in an effective and efficient manner;
- To facilitate the efficient management of the University's Records through the development of a coordinated institutional Records Management program;
- To ensure preservation of the University's Records of permanent value; and
- To support both protection of privacy and freedom of information services throughout the University.

**1. Scope**

- 1.1. This Policy applies to all departments and administrative units of the University, to all Records, and to all University officers and employees who create, receive or maintain Records in the course of their duties on behalf of the University.

**2. General**

- 2.1. All Records are the property of the University and subject to its overall control. The University will manage all Records subject to applicable federal and provincial laws and university policies. Employees leaving UBC or changing positions within UBC are to leave all Records for their successors.
- 2.2. All Records must be retained for as long as they are required to meet legal, administrative, operational, and other requirements of the University. The University Archives, in consultation with the Office of the University Counsel and affected University Departments, will issue Records Retention Schedules that prescribe the periods for which Records must be retained. The University Archives will also provide leadership and advice concerning the management of records, and establish procedures and processes for life-cycle management of records in the Records Management Manual.
- 2.3. Records disposition must be carried out in the manner established by the applicable Record Retention Schedules and the Records Management Manual or in such other

manner as may be approved by University Archives in consultation with the Office of the University Counsel.

- 2.4. It is the responsibility of the individual units to ensure that the appropriate security measures are observed for maintaining Records containing personal or other confidential information. Records destruction should ensure that all personal or confidential information is destroyed in a permanent and secure manner.
- 2.5. Operational responsibility for Records Management rests with the Vice Presidents and administrative heads of unit.

### **3. Definitions**

- 3.1. *Destruction* means the process of eliminating or deleting Records beyond any possible reconstruction.
- 3.2. *Disposition* is the action taken in regard to the disposal of Records, which can involve physical destruction by means of burning, pulping, shredding or recycling; secure deletion of electronic records, or physical destruction of electronic storage media; transfer to archival storage for selective or full retention; or special disposal through sale, grant or other formal act of alienation from the custody of the University.
- 3.3. *Record* means recorded information, regardless of medium or characteristics, which the University creates, receives or maintains in connection with the conduct of the University's affairs.
- 3.4. *Records Management* means efficient and systematic control of the creation, receipt, maintenance, use and disposition of Records used in the administration and operation of University activities.
- 3.5. *Records Management Manual* means the source of instruction and reference for creating, receiving, preparing, processing, storing and disposing of Records. The Records Management Manual is available on the University Archives website [http://www.library.ubc.ca/archives/manuals/rm\\_manual.pdf](http://www.library.ubc.ca/archives/manuals/rm_manual.pdf).
- 3.6. *Records Retention Schedule* is a control document that describes the Records at a series level and indicates the length of time each series should be retained as semi-active prior to final Disposition; and the final Disposition of each series. This document serves as the legal authorization for the disposal of Records. The Records Retention Schedules are available on the University Archives website <http://www.library.ubc.ca/archives/rrsda.html>.