



Standard Practice

TITLE: **FORMS MANAGEMENT**
(Relates to EL:1: General Executive Constraint, EL-2: Treatment of Staff, EL-5: Asset Protection, EL-7: Treatment of Students, EL-16 Information Management Technology.)

EFFECTIVE DATE: February 1, 2001
REVISED DATE: March 28, 2005

PRACTICE:

All RDC forms will be submitted to Records and Information Management for processing to ensure compliance with Freedom Of Information and Protection of Privacy (FOIPP) regulations, Red Deer College Forms Design Standards and Red Deer College Visual Identity Standards.

Official RDC forms will meet one or more of the following criteria:

- Collection of personal information and/or health information; and
- Completed by/directed to an external source (Student, Community Member, etc.); or
- Completed by or directed to an employee of the college; or
- Conducting a Survey or Questionnaire (Research Ethics Committee Involvement)

PROCEDURE:

1. The originating department is responsible for the initial design of the form using the [Form Template](#) and the sample [FOIPP Statements](#).
2. A [Form Request](#) and the draft Form are submitted to Records and Information Management. Records and Information Management will work closely with the originating department / program area during analysis and design.
3. Records and Information Management will ensure the form meets forms design standards and visual identity standards for Red Deer College and is compliant with the Freedom of Information and Protection of Privacy Act of Alberta.
4. All official Red Deer College forms will be placed on the [RDC Info Index](#) and/or the RIM web site (www.rdc.ab.ca/rim/) in electronic format, where they may be accessed and completed electronically and/or manually.

ACCOUNTABILITY:
RESPONSIBILITY:
Consultation for Review:

Vice President, Administrative Services
Information Specialist – Records & Info Mgmt
Information Specialist – Records & Info Mgmt
Vice President, Administrative Services

Practice Review Date:
Associated Standard Practice:

August 2005
[Records Management](#)