



Standard Practice

TITLE: **RECORDS AND INFORMATION MANAGEMENT**
(Relates to EL-1: General Executive Constraint, EL-2: Treatment of Staff; EL-16: Information Management Technology)

EFFECTIVE DATE: February 1, 2001

REVISED DATE: August, 2004

PRACTICE:

This Standard Practice is intended to ensure the success of Records and Information Management at Red Deer College. It sets the standard for the Recordkeeping System and provides an evaluative tool for compliance checks.

PROCEDURE:

1. The Vice President, Administrative Services must ensure that records in the custody or under the control of Red Deer College are managed in accordance with the standards and procedures established under controlling legislation such as the Post-Secondary Learning Act, the Freedom of Information and Protection of Privacy Act of Alberta and Red Deer College's Records and Information Management Procedures.
2. The Vice President, Administrative Services must ensure that Red Deer College prepares media-neutral records schedules for all records under the control of Red Deer College.
 - a) The records schedule must:
 - describe the records, in all media, under the custody and/or control of Red Deer College
 - describe when the records are considered closed
 - specify how long Red Deer College must keep the records
 - specify where the records must be kept
 - specify the format in which records must be stored
 - describe what the final disposition of the records will be
 - identify any legal references relating to the retention and disposition of the records
 - identify which sections of the Freedom of Information and Protection of Privacy Act apply
 - identify records considered to be vital
 - b) The records schedule must be approved by the identified Master Record Designate (business or functional unit), Vice President, Administrative Services, and Corporate Solicitor before it is implemented in Red Deer College.
 - c) Records, in all media, may be disposed of only in accordance with the approved records schedule which forms part of the Master Records Classification System and as outlined in Red Deer College's Records and Information Management Procedures.

3. Because records are created in a distributed environment, users must ensure that records are destroyed only in accordance with standard practices established under Procedure 1 and Procedure 2 (c).
 - a) The Vice President, Administrative Services, or designate, will be responsible for overall disposition of Red Deer College's records.
4. Record transitions from traditional to equipment/technology dependent records, or vice versa, must be approved by the Vice President, Administrative Services and Information Technology area prior to implementation.
5. Red Deer College's employees are responsible for creating only necessary records and for recording all decisions.

ACCOUNTABILITY:

RESPONSIBILITY:

Consultation for Review:

Practice Review Date:

Associated Standard Procedures:

Vice President, Administrative Services
Information Specialist – Records & Info Mgmt
Information Specialist – Records & Info Mgmt
Vice President, Administrative Services
August 2005
Records Management Procedures
(www.rdc.ab.ca/records_and_info/)