

## POLICY

The Yukon College Records Management Program serves all divisions, offices and institutes within the College. Its primary objective is to assist all faculty and staff to manage College records in all formats in compliance with fiduciary, legal and policy requirements through all phases from creation through final disposition.

College records include all record information in all formats including electronic records created or received by Yukon College employees, and contractors or other third party partners deemed employees for the purposes of this policy, while carrying out their functions, roles and responsibilities. College records include: correspondence, e-mails, files, reports, minutes, registers, directives, publications, photographs, images, audio and visual recordings, architectural plans, curriculum or other materials created as part of a contractual relationship with the College or related third party partner(s), when the College and/or third party partner(s) are designated as owners and/or holders of copyright for the materials, and other documentary materials in all formats. College records do not include the intellectual property and copyrighted instructional materials or research belonging to instructors or other staff.

College records are the property of Yukon College. No person shall remove or destroy College records except in accordance with an approved Records Disposition Authority.

## Roles & Responsibilities

Roles and responsibilities for the Records Management Policy and Procedures are as follows:

- **President** will:
  - assign roles and responsibilities for implementation of the policy and procedures
  - appoint the Chief Information Officer (CIO)
- **President, Vice-President(s), Deans, and Directors** will:
  - designate staff to implement Records Management policy and procedures
  - protect College records including privacy of personal and business information by implementing appropriate records classification systems and security

- ***Records Management Committee*** will:
  - Include College Archivist, Chief Information Officer, Records Manager, Computing Services Manager, Administrative Assistant representative, Registrar, and others designated by the President
  - Develop strategic and long range plans for College Records Management systems, including electronic records
  - review records policies, systems and security on an ongoing basis to ensure College compliance with applicable policies and legislation
  - conduct periodic privacy audits
  - provide regular reports to the President
  
- ***College Archivist*** will:
  - determine appropriate final disposition for all College records in accordance with ongoing legal, fiduciary and historical requirements for the records
  - participate in Records Management Committee
  
- ***Chief Information Officer*** will:
  - participate in Records Management Committee and assist in implementation of Records Management Policy and Procedures
  
- ***Records Manager*** will:
  - develop policies, procedures, guidelines, records classification systems, and disposition authorities
  - assist staff in implementing appropriate records classification systems, procedures, disposition authorities, and security
  - provide training for staff in Records Management processes
  - chair Records Management Committee
  
- ***College Managers and all Employees*** will:
  - comply with the Records Management policy and procedures

## **BOARD GOVERNING POLICIES**

Board Policies 1, 3, 6.



## **GOVERNING LEGISLATION AND RELEVANT DOCUMENTS**

College Act  
Yukon College Information Access and Protection of Privacy Policy and Procedures  
Yukon College Archives Policy

## **PROCEDURES**

Yukon College Records Classification System

## **AUTHORIZATION**

Approved by President \_\_\_\_\_ (signature)

On \_\_\_\_\_ (date).

**B. FORM** (attached)