

UNIVERSITY OF MANITOBA PROCEDURE

Procedure:	TRANSITORY RECORDS
Parent Policy:	Records Management Policy
Effective Date:	June 23, 2015
Revised Date:	
Review Date:	June 23, 2025
Approving Body:	Vice-President (Administration)
Authority:	Records Management Policy
Responsible Executive Officer:	Vice-President (Administration)
Delegate:	
Contact:	Access and Privacy Officer
Application:	All Employees

Part I Reason for Procedure

- 1.1 The purpose of these Procedures is to ensure that staff is aware of the definition and nature of Transitory Records, and their responsibility in the handling and destruction of these Records in all situations.

Part II Procedural Content

2.1 Definitions

- (a) **Access** means gaining entrance to, making contact with, being exposed to, or using something such as Records that contain Personal Information or Personal Health Information.
- (b) **Access Hold** means an order to cease destruction and preserve all Records, regardless of form, related to an ongoing Access to Information request under *The Freedom of Information and Protection of Privacy Act* (FIPPA).

- (c) **Access to Information** means the viewing or copying of a Record held in the custody or under the control of a public body or trustee.
- (d) **Business Hold** means an order to cease destruction and preserve all Records, regardless of form, related to a business project or activity that takes priority over regular Record's disposition requirements. Examples include, but are not limited to: a Hold on Records currently required for an internal or external audit; temporary Holds on retention timeframes to evaluate legislative or regulatory changes in requirements; Records related to a project or event that has had a significant time change or extension.
- (e) **Confidential Information** is information that is proprietary of the University and/or to Persons Associated with the University; that has not been authorized for release by the President or the President's duly designated representatives; and that falls into two general categories: Corporate Information, which may include Personal Information; and Personal Information, which includes Personal Health Information.
- (f) **Legal Hold** means an order to cease destruction and preserve all Records, regardless of form, related to the nature or subject of litigation that may be reasonably anticipated.
- (g) **Personal Health Information** is Recorded Information about an identifiable individual that relates to:
 - (i) the individual's health, or health care history, including genetic information about the individual,
 - (ii) the provision of health care to the individual, or
 - (iii) payment for health care provided to the individual, and includes
 - (iv) the Personal Health Information Number ("PHIN") and any other identifying number, symbol or particular assigned to an individual, and
 - (v) any identifying information about the individual that is collected in the course of, and is incidental to, the provision of health care or payment for health care;
 - (vi) any identifying personal information collected in the course of, and is incidental to the provision of healthcare or payment for health care
- (h) **Personal Information** means Recorded Information about an identifiable individual, including:

- (i) the individual's name,
 - (ii) the individual's home address, or home telephone, facsimile or e-mail number,
 - (iii) information about the individual's age, sex, sexual orientation, marital or family status,
 - (iv) information about the individual's ancestry, race, colour, nationality, or national or ethnic origin,
 - (v) information about the individual's religion or creed, or religious belief, association or activity,
 - (vi) personal health information about the individual,
 - (vii) the individual's blood type, fingerprints or other hereditary characteristics,
 - (viii) information about the individual's political belief, association or activity,
 - (ix) information about the individual's education, employment or occupation, or educational, employment or occupational history,
 - (x) information about the individual's source of income or financial circumstances, activities or history
 - (xi) information about the individual's criminal history, including regulatory offences,
 - (xii) the individual's own personal views or opinions, except if they are about another person,
 - (xiii) the views or opinions expressed about the individual by another person, and
 - (xiv) an identifying number, symbol or other particular assigned to the individual.
- (i) Record or Recorded Information means a Record of information in any form, including information that is written, photographed, recorded or stored in any manner, on any storage medium, or by any means, including by graphic, electronic or mechanical means, in the custody or under the control of the University of Manitoba.
 - (j) Transitory Records are Records which are required for a limited time to complete a routine action, are used in the preparation of a subsequent

Record, or are retained as information or convenience copies by offices or individuals who do not have primary responsibility for them. Transitory Records will have no further value or usefulness beyond an immediate transaction; or will be only be required for a short time after a transaction, until they are made obsolete by an updated version of a Record or by a subsequent transaction, or decision. Transitory Records can be created in any media.

2.2 Use and Creation of Transitory Records

- (a) Transitory Records are created daily in the course of business in order to support all types of functions of the institution. Discretion is required in the management of these Records to ensure that they are retained as needed to support the functions and routines of the office, and that they are retained no longer than required to complete a task or project.
- (b) Reference materials and documents from external sources may also be considered Transitory Records and destroyed when they are superseded or no longer relevant.
- (c) Even if Records are deemed transitory, it is still important to ensure that they are handled properly, ensuring only those who need access to the Records have access to the information, and they are stored appropriately should they contain any Personal Information, Personal Health Information or Confidential Information.
- (d) Data classification and storage standards do apply to all Transitory Records.
- (e) Transitory Records should be maintained only while there is an operational need. It should be ensured that they are destroyed before the end of the retention period that applies to the subsequent (or final) Record they aided in the creation of, unless they document a significant change in the final document and should be retained as part of the official file.

2.3 Holds on Transitory Records

While records may be classified as Transitory, they are still subject to Holds on Records destruction. Transitory Records are subject to an Access Hold in the event of an Access to Information request; or a Legal Hold in the event of or potential event of litigation; or to a Business Hold in the event of an internal or external audit or project extension. As soon as a University Office is made aware of a pending request of this nature, the University Office must hold off on all destruction of Transitory Records that may pertain to the case or request. See the Records Holds Procedures for more information or contact the Access and Privacy Office for help in determining what records may be subject to Hold.

2.4 Destruction of Transitory Records

- (a) There is no requirement to complete and submit a Requisition to Destroy Records form for Transitory Records. They may be destroyed by the creating department once their usefulness has ended.
- (b) Destruction of Transitory Records should follow a method suitable for the level of security standards required under the data classification framework ranking that applies to the Records.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the Vice-President (Administration) that a formal review of these Procedures is required.
- 3.2 The Vice-President (Administration) is responsible for the communication, administration and interpretation of these Procedures.
- 3.3 Vice-President (Administration) is responsible for complying with these Procedures.

Part IV Review

- 4.1 Governing Document reviews shall be conducted every ten (10) years by the Vice-President (Administration). The next scheduled review date for these Procedures is June 23, 2025.
- 4.2 In the interim, these Procedures may be revised or repealed if:
 - (a) the Vice-President (Administration) or Approving Body deems it necessary or desirable to do so;
 - (b) these Procedures are no longer legislatively or statutorily compliant;
 - (c) these Procedures are now in conflict with another Governing Document; and/or
 - (d) the Parent Policy is revised or repealed.

Part V Effect on Previous Statements

- 5.1 These Procedures supersede all of the following:

- (a) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
- (b) all previous Administration Governing Documents on the subject matter contained herein.

Part VI
Cross References

- 6.1 These Procedures should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) [Records Management Policy](#)
 - (b) [Records Holds Procedure](#)
 - (c) [Requisition to Destroy Records](#)
 - (d) [Access and Privacy Policy](#)