Want More Information?

Contact the Access and Privacy Office by phone, email, mail or drop by in person.

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Records Management

Records management is the systematic control of records creation, storage, use and disposal, in order to:

- Meet business, fiscal and legal requirements
- Support program and service delivery
- Inform and documenting decisions
- Support accountability
- Support access to information and the protection of privacy rights

Good Records Management Practices:

Help you to do your job better, by supporting ease and efficiency of finding the information you need, when you need it.

Give you records you can rely on, both by helping you to find the appropriate version and by giving records a high value as evidence if they are needed in a court of law.

Protect you and the University, by providing evidence of people’s rights and entitlements, and documenting what the University did and why it did it.

Reduce costs, as systematic retention and disposal of records reduces the space and effort required to store and maintain records over time.

Provide peace of mind. Having documented records policies and processes in place, and knowing what they are, provides assurance that adequate records are created, kept for as long as needed, and then disposed of safely.

University Records

University records are all records – regardless of format or medium – created, received, used or maintained by officers and employees of the University in the course of their duties on behalf of the University. Records may include paper documents, emails, microfilm, photographs, audio tapes, correspondence, and data in electronic systems.

However, University records do not include personal records, or records created and acquired by faculty or staff as part of their teaching or research work.

Records Management Program

The University’s Records Management Program consists of three essential components:

- Records Classification – The grouping of records into logical and documented records series.
- Retention Schedules – A clearly defined plan for the retention and disposition of records.
- Regular Disposition – Planned regular disposition (destruction or transfer to archives) of records.

Records Management Services

The Access and Privacy Office provides guidance and assistance with the following:

- Records classification
- Records retention schedules
- Records storage, transfer and destruction
- Digitization