

## UNIVERSITY OF MANITOBA POLICY

<b>Policy:</b>	<b>RECORDS MANAGEMENT</b>
<b>Effective Date:</b>	June 23, 2015
<b>Revised Date:</b>	
<b>Review Date:</b>	June 23, 2025
<b>Approving Body:</b>	Board of Governors
<b>Authority:</b>	<i>The University of Manitoba Act</i>
<b>Responsible Executive Officer:</b>	President
<b>Delegate:</b>	Vice-President (Administration)
<b>Contact:</b>	Access and Privacy Officer
<b>Application:</b>	All Employees

### Part I Reason for Policy

- 1.1 The reason for the Records Management Policy is to ensure the responsible management of University Records as valuable resources and assets.

### Part II Policy Content

- 2.1 The following terms have the following defined meanings for the purpose of this Policy:
- (a) 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.
  - (b) 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.
- 2.2 The University of Manitoba recognizes the vital importance of efficient and effective Records and Information Management practices in creating, capturing,

using, and disposing of Records. The University is committed to the effective management of Records in order to:

- (a) meet its business, fiscal and legal requirements;
- (b) support program and service delivery;
- (c) inform and document decisions;
- (d) support accountability;
- (e) ensure preservation of Records of permanent value to the University; and
- (f) support Access to Information and protection of privacy.

This Policy provides a framework through which effective Records Management can be achieved.

- 2.3 All Records (regardless of format or medium) created, received, used or maintained by officers and employees of the University of Manitoba in the course of their duties on behalf of the University are the property of the University.
- 2.4 Notwithstanding 2.2, the provisions of this Policy do not apply to personal Records or the Records that are created or acquired by faculty members or other officers or employees pursuant to their individual responsibilities for teaching or research.
- 2.5 The University Records Management Policy, Program and practice will be based on current professional standards and best practices.
- 2.6 The University's Records will be classified, retained, transferred to Archives and Special Collections, or destroyed in accordance with this Policy and related policies and procedures.
- 2.7 The responsibility and accountability for the creation, storage, transfer, security and disposition of University Records rests with the organization as a whole, as well as the individuals within the organization.
- 2.8 Records will be protected from inappropriate access, alteration and use in compliance with applicable access and privacy legislation (e.g. *The Freedom of Information and Protection of Privacy Act* and *The Personal Health Information Act*).
- 2.9 University Records, being the property of the University, shall not be removed from its custody or destroyed except under the authority of this Policy.
- 2.10 Retention of Records will be scheduled according to operational, legal, administrative and historical requirements.

- 2.11 Records due for disposal are subject to selection for long-term preservation by the head of Archives and Special Collections.

### **Part III Accountability**

- 3.1 The Office of Legal Counsel is responsible for advising the President that a formal review of this Policy is required.
- 3.2 The Chief Access and Privacy Officer of the University is responsible for the communication, administration and interpretation of this Policy.
- 3.3 Archives and Special Collections is responsible for the appraisal, acquisition and long-term preservation of University records.
- 3.4 All supervisors and employees are responsible for complying with this Policy.

### **Part IV Authority to Approve Procedures**

- 4.1 The Vice-President (Administration) may approve Procedures which are secondary to and comply with this Policy.
- 4.2 The Procedures approved under this Policy may include, but are not limited to, provisions relating to:
- (a) The responsibility and accountability of supervisory staff for managing records.
  - (b) The retention and disposal of University records.
  - (c) The regular transfer of records to Archives and Special Collections for long-term preservation.
  - (d) The supporting role and mandate of the Access and Privacy Office.

### **Part V Review**

- 5.1 Governing Document reviews shall be conducted every ten (10) years by the Vice-President (Administration). The next scheduled review date for this Policy is June 23, 2025.
- 5.2 In the interim, this Policy may be revised or repealed if:

- (a) the Vice-President (Administration) or Approving Body deems it necessary or desirable to do so;
  - (b) the Policy is no longer legislatively or statutorily compliant; and/or
  - (c) the Policy is now in conflict with another Governing Document.
- 5.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:
- (a) comply with the revised Policy; or
  - (b) are in turn repealed.

## **Part VI Effect on Previous Statements**

- 6.1 This Policy supersedes 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 VII Cross References**

- 7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) [Records Holds Procedure](#)
  - (b) [Transitory Records Procedure](#)
  - (c) [Imaging Records for use as Official Records Procedure](#)
  - (d) [Access and Privacy Policy](#)
  - (e) [Access and Privacy Procedure](#)