



No. CORP-04

Title: POLICY ON RECORDS MANAGEMENT

CLASSIFICATION: CORPORATE AFFAIRS
FIRST ADOPTED: September 17, 2019
REPLACES: S-G: A-1 (June 1993)

Article 1 Objectives

The goal of this policy is to assist the College in meeting the following objectives:

- Fulfill the College's legal obligations pertaining to College wide records management and archives.
- Identify and protect the College's essential records.
- Facilitate document retrieval and reduce storage costs through a systematic application of the College's classification plan and retention schedule.
- Clarify responsibilities for the preservation and destruction of records.

Article 2 Legal and Administrative Context

Dawson College is legally required to implement a records classification plan and retention schedule in accordance with the following legislation:

- Archives Act, [CQLR c A-21.1](#)
- Regulation Respecting Retention Schedules, Transfer, Deposit, and Disposal of Public Archives, [CQLR c A-21, r 2](#)
- Act to Establish a Legal Framework for Information Technology, [CLRQ c 1-1](#)
- Act Respecting the Governance and Management of The Information Resources of Public Bodies, [CQLR c G-1.03](#)

And in accordance with the following policies and documents:

- Policy on Information Security No. BOG-DG-01
- Retention Schedule and Classification Plan

Article 3 Scope

This policy applies to all administrative units and academic departments of the College and to all active, semi-active and inactive records created or received by the College.

Article 4 Definitions

For this policy, the following terms are defined as such:

Active Record. A record in frequent use for administrative, legal, or financial purposes (primary values) and kept on hand regardless of its date of creation.

Archival Value. The evidential, administrative, legal, financial, and historical values that justify the continuing retention of records as archives.

Archives. Archives refers to both the body of records created and received by College personnel in pursuit of their duties and preserved for their archival value in addition to the physical place where archival records are stored.

Classification Plan. A representation of the hierarchical organization of the College's records.

Document. Information or data fixed in some medium, but which is not part of the official record.

Essential Record. A record that is critical to returning the College to its core functionality, is irreplaceable, or would require significant resources to recreate.

Head of administrative units. Person responsible for the overall management of the unit.

Inactive Record. A record that no longer has primary value and can be destroyed or preserved permanently for research and historical purposes (secondary value).

Record. Recorded information, regardless of the format, produced or received by the College in the conduct or completion of its activities and that comprise content, context and structure sufficient to provide evidence of these activities.

Retention Schedule. A comprehensive tool, approved by the *Bibliothèque et Archives nationales du Québec* (BAnQ), that lists the administrative unit responsible for the record, how long each record should be retained by the unit, and the final disposition of the record (preservation or destruction).

Semi Active Record. A record required so infrequently in the conduct of current business that it could be transferred to separate storage locations. These records are no longer required for day-to-day operations; however, they retain some administrative, legal, audit, or fiscal value.

Article 5 Roles and Responsibilities

5.1 The Director General

The Director General is responsible for signing and submitting the retention schedule along with any subsequent revisions to the *Bibliothèque et Archives nationales du Québec* (BAnQ).

5.2 The Director of Corporate Affairs

The Director of Corporate Affairs is responsible for interpreting the Archives Act (A-21.1).

The Director of Corporate Affairs is responsible for the approval and overall application of the policy.

With respect to the overall application of the policy, The Director of Corporate Affairs shall:

- Ensure that each series of the approved classification plan and retention schedule is the responsibility of a designated administrative unit.
- Supply departmental and administrative units with a copy of the classification plan and retention schedule.
- Collaborate with departmental and administrative units to ensure that the classification plan and retention schedule are understood, implemented, and kept up to date.
- Promote the classification plan and retention schedule through periodical training.
- Assist departmental chairs, program coordinators and managers in the identification and preservation of essential and confidential documents.

5.3 The Director of Information Systems & Technology

The Director of Information Systems & Technology shall:

- Provide centralized digital document storage in relation to the requirements of the retention schedule.
- Provide security that ensures the availability, integrity, and confidentiality of information throughout its lifecycle.

5.4 Heads of Administrative Units

Heads of Administrative Units shall:

- Ensure that their service's documents, particularly essential and confidential documents, are identified, classified properly and retained securely throughout their life cycle in accordance with the classification plan and BAnQ approved retention schedule.
- Ensure that documents which have reached the end of their life cycle are destroyed in accordance with the BAnQ approved retention schedule.
- Inform the Director of Corporate Affairs if any modification or change is needed to the classification plan or retention schedule.
- Provide employees under their supervision with the necessary tools and training to understand and implement the College's classification plan and retention schedule.

5.5 College Employees

Employees of all employment categories shall:

- Store digital records in the designated areas of the College's network or systems.
- Store non-digital records in designated locations.
- Comply with the College's classification plan, retention schedule, and records management policy.
- As stated in Article 12 of *Archives Act*, persons ceasing to hold office must transfer custody of all documents created or received in the capacity of their duties to the administrative head or equivalent.

Article 6 Authority

The application of this policy is under the authority of the Director of Corporate Affairs.