Item	X.XX
Framework Category	Legal, Compliance and Governance
Approving Authority	Board of Governors
Policy Owner	University Secretary
Approval Date	
Review Date	
Supersedes	

Records Management Policy

PURPOSE

1. The purpose of this Policy is to establish a University-wide Records Management Program to ensure that all of UOIT's legal and operational recordkeeping obligations are identified and met. UOIT is committed to creating and managing Records consistently throughout the University, and ensuring the integrity of Records for their whole life-cycle.

DEFINITIONS

2. For the purposes of this policy the following definitions apply:

"Approved Repository" means a records repository (physical filing or information system) that has been approved by the Record Authority for use in retaining and protecting University Records.

"Disposition" means the final retention action carried out on a Record. This may include destruction, deletion, secure destruction or deletion, or transfer for archival review or to a third party.

"Official Copy" means the copy of a record designated in local procedures to satisfy the University's retention requirements where multiple copies of a Record exist.

"Record Authority" means the position designated in the RCRS as having authority over a particular Record Series.

"Record" means any Record of information however recorded, whether by electronic means, in print form, on film or otherwise.

"Records Classification and Retention Schedule" or **"RCRS"** means a comprehensive list of all of the types of records produced or received by the University. The RCRS groups records into Records Series and provides rules for each including a Retention Period, an appropriate level of protection, disposition method, and a citation to applicable legislation or regulations.

"Records Hold" means a written notice to suspend disposition for designated records. A Records Hold may be authorized by General Counsel for legal reasons or by the Record Authority for unanticipated operational or audit needs.

"Records Series" means a classification of Records that are related by the function and activity they support. All Records in a Records Series are subject to the same Retention Period, active and inactive storage period, disposition method and legislative and regulatory requirements.

"Responsible Unit" means the unit that must ensure Official Copies of the University Records of a particular Records Series are retained in an Approved Repository for the full duration of their retention period and disposed of when eligible. This may be a particular unit, or it may be the originating unit if multiple units have responsibility for records in a Records Series.

"Retention Period" means the length of time Records in a Records Series must be retained before Disposition.

"Transitory Record" means any Record other than a University Record. Transitory Records have only short term value and may include:

a)   Announcements and notices of a general nature.

b)   Drafts.

c)   Convenience copies or exact duplicates of University Records.

d)   Printouts of databases where the University Record resides in the database.

"University Record" means a fixed unit of information in any format that documents a transaction, decision or relationship made by the University. It has continuing value in the future to complete further work, to provide evidence, to serve as institutional memory of obligations, responsibilities, decisions and actions, or to document the unique character and history of the institution.

SCOPE AND AUTHORITY

3.   This policy applies to Records of all formats created or received in the course of or arising from the execution of the duties of University employees, faculty, staff, volunteers and members of the Board of Governors.

4.   **Research Records**

Records supporting research including administrative, financial and compliance records are University Records. Compliance Records are those required to comply with terms of Granting Agencies, legislation or regulations and/or contractual obligations. Records produced by research activities of Academic Personnel that are not required for those purposes, including Research Data (as defined in the IP Policy) and data from external sources used in research, are not considered University Records except where the University has been granted a license under the IP Policy or the research is being completed under contract to UOIT. Academic Personnel are free to retain and store Research Data subject to their individual legal and compliance obligations.

5.   The ownership of intellectual property by academic personnel is governed by the Intellectual Property Policy.

6.   The University Secretary and General Counsel, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

POLICY

Records are a vital asset of the University. Accurate and complete Records are critical to accountability and sound decision making. They provide evidence of the transactions, decisions and relationships of

the University. Records establish the documented history of the University, which will help define and shape the unique character and reputation of the University now and in the future.

7.   Records are the property of the University, not the individual who created them. Records remain the property of the University even after termination of employment.

8.   Systems for creating, tracking, protecting, organizing, retaining and disposing of Records must be developed and consistently followed to prove the reliability of Records and ensure Records are available when needed.

9.   Authority and Responsibilities

   9.1.   The Office of the General Counsel and University Secretariat will:

   a)   Develop and maintain University-wide policy and procedures on Records Management, including a Records Classification and Retention Schedule.

   b)   Retain a permanent record of all University Record Disposition activities.

   c)   Provide training to faculty and staff in their responsibilities under this Policy.

   d)   Assess IT systems regarding their ability to meet the retention and protection aims of this policy and establish standards for records conversion to ensure the integrity of records.

   e)   Develop procedures, guidelines and other tools to support implementation.

   9.2.   The Record Authority is responsible for ensuring compliance with Records Management Policy instruments and clearly delegating responsibility for Records Management in their unit. In fulfilling those responsibilities, the Record Authority has the authority to:

   a)   Determine the operational value of records.

   b)   Determine the Approved Repositories for records based on an evaluation of their ability to meet the retention and protection aims of this policy.

   c)   Authorize the disposition of records in compliance with the RCRS.

   9.3.   Leadership of University departments, offices, services and faculties will:

   a)   Retain records for the full duration of retention period.

   b)   Develop and establish local procedures to apply records management principles to day-to-day operations, ensure there is a complete inventory of records, classified according to the RCRS and ensure that Retention Periods are tracked and University Records undergo Disposition at least once a year.

   c)   Ensure that Retention Periods are tracked, and that records undergo Disposition once a year.

d) Ensure the development of a sufficient procedures manual to support Document Imaging Programs.

9.4. The University Librarian is responsible for appraisal of the historical value of University Records to help determine the appropriate Disposition of records.

9.5. All University employees, faculty, staff, volunteers and members of the Board of Governors will:

a) Follow University Records Management Policy and procedures including the Records Classification and Retention Schedule.

b) Dispose of Transitory Records according to their discretion.

c) Classify Records under their control and ensure that University Records are stored in an Approved Repository.

10. Compliance Requirements

10.1. The University is subject to the Freedom of Information and Protection of Privacy Act (FIPPA), as amended. FIPPA requires that the head of an institution ensure that reasonable measures are developed, documented and put into place to preserve Records in accordance with any recordkeeping or Records retention requirements in laws or regulations.

10.2. The University is subject to compliance requirements in legislation or regulations that may dictate the creation of a certain Record, duration of retention, format of Record, or the requirement that Records be held within a certain location or jurisdiction. All compliance requirements must be documented in the RCRS and fulfilled.

10.3. Records containing personal information must be protected from unauthorized access and disclosure.

10.4. All Records, including Transitory Records, in the custody or control of the University must be available for production if an access to information request is made under the Act, subject to certain exemptions or exclusions, as prescribed in the University's Access to Information and the Protection of Privacy Policy.

10.5. Contractual obligations regarding recordkeeping must be identified and fulfilled where they do not conflict with requirements in laws or regulations.

11. Records Retention

11.1. Records must be retained and protected for as long as they have ongoing value to the institution. The value of Records changes over time.

11.2. A Record has value when:

a) It supports future operations.

b)   It provides evidence of the University's transactions or relationships.

c)   It may serve as evidence in a legal matter.

d)   It protects the rights of the University, employees, students or other stakeholders.

e)   It documents the history and unique character of the institution. OR

f)   The institution is obligated to create or retain the Record by law, regulation or other compliance requirements.

12.   Records Classification and Retention Schedule

12.1.   The University Secretariat, working in conjunction with University departments, offices, services and faculties will develop a comprehensive list of all University Records, known as a Records Classification and Retention Schedule (RCRS). The RCRS is a Procedure under the Policy Framework.

12.2.   The value of Records over time according to the criteria in Section 11.2 will be evaluated in developing the RCRS. All University Records will be assigned to Records Series and a Retention Period will be assigned to each Record Series based on a consensus between the Record Authority and University Secretariat as to when the value of Records has declined sufficiently for disposition.

12.3.   Transitory Records will not be included on the RCRS and may be disposed of according to individual discretion.

12.4.   All University Records must be classified according to the RCRS. The assigned Retention Period must be tracked until the Record is eligible for disposition.

12.5.   For each Records Series, the RCRS defines at a minimum:

a)   The Record Authority.

b)   A Retention Period after which disposition must be completed.

c)   A method of disposition.

d)   The Responsible Unit(s).

e)   Scope notes explaining the type of Records included.

f)   An appropriate level of protection.

g)   Compliance requirements.

12.6.   The RCRS will be modified to accommodate any changes to legislative requirements, operational needs, or a new function or activity that necessitates the creation of a new Records Series. The Responsible Unit should notify the University Secretariat of any such changes.

13.   Records Protection

13.1.   Records must be protected from risks such as flooding, fire, unauthorized access and loss. Appropriate protections will be determined by the sensitivity of the Records, the cost to reconstruct, and the risk to the University of not having a particular Record. Records must be protected whether they are in paper or electronic format.

14.   Records Disposition

    14.1.   Records become eligible for disposition at the end of their Retention Period. All eligible records must undergo disposition unless disposition is suspended by an authorized Records Hold. Records of disposition activities for University Records must be recorded and retained permanently.

    14.2.   Methods of disposition must take into account the level of sensitivity of the Record Series and may include recycling, secure destruction (shredding, pulping, or incineration), transfer to University archives, or transfer of custody and control to a third party.

    14.3.   Destruction of Transitory Records does not need to be recorded. Transitory Records containing sensitive information must be destroyed securely. Copies of University Records must be destroyed prior to the Official Copy.

15.   Records Storage

    15.1.   Official Copies of University Records must be stored in Approved Repositories for retention and protection purposes. Criteria to evaluate Approved Repositories will be based on Canadian and international Records Management Standards. Other copies of University Records are considered Transitory Records and may exist in email, paper, shared drives or collaboration tools.

    15.2.   University Records must be indexed and stored to facilitate retrieval and retention. Records should be arranged to allow for disposition of a complete folder at one time, not individual documents in a folder.

    15.3.   University Records may be retained and stored in any format as long as the content of the Record is complete and accurate and the context of the Record, including any changes in format, is tracked along with the Record. All legal, regulatory and contractual obligations regarding format must be identified and met.

    15.4.   Long-term storage of electronic Records requires protection against modification of Records and a technology migration strategy to ensure electronic Records remain accessible until the end of their Retention Period.

16.   Records Hold

    16.1.   The General Counsel will issue a written Records Hold where there is actual or potential legal dispute, litigation or other legal matter, identifying Records related to the matter. Upon being notified of a Records Hold, all disposition of affected Records will be suspended immediately. The Records Hold will remain in effect until rescinded.

    16.2.   Records identified in an access to information request or those that are involved in any legal dispute, litigation or other legal matter must not be destroyed until notified by the Office of the General Counsel that the matter is resolved.

    16.3.   Upon receipt of a FIPPA access to information request, or when it becomes apparent that a FIPPA request is forthcoming, all disposition of potentially responsive Records is to be suspended. Disposition may resume when the FIPPA request has been resolved.

16.4. Records that are eligible for disposition, or nearing the end of their retention period required for unanticipated operational or audit needs may be placed on Records Hold by the Records Authority. The Retention Periods of Records Series requiring repeated Records Holds should be reviewed to ensure that they meet UOIT's operational needs.

MONITORING AND REVIEW

17. This policy will be reviewed as necessary and at least every three years. The University Secretary delegate is responsible to monitor and review this Policy.

RELEVANT LEGISLATION

18. *Freedom of Information and Protection of Privacy Act*, RSO 1990, c F.31

RELATED POLICIES, PROCEDURES & DOCUMENTS

19. Records Retention and Classification Schedule (To be developed)

Records Disposition Procedures (To be developed)

Document Imaging Policy

Document Imaging Guidelines (To be developed)

UOIT Access to Information and the Protection of Privacy Policy

Protocol for Records Protection (To be developed)

POLICY INSTRUMENT
PRELIMINARY REVIEW AND PLANNING

UNIVERSITY OF ONTARIO INSTITUTE OF TECHNOLOGY

NOTE: This form is intended to help guide the development of policy instruments in accordance with the Procedures for the Development, Approval and Review of Policy Instruments. It contains, along with comments in any attached draft documents, feedback and recommendations related to the review and approval of the proposed policy instrument.

SECTION A: DOCUMENT INFORMATION

TITLE	Records Management Policy
POLICY SPONSOR/OWNER	University Secretary
POLICY LEAD	Contracts and Records Management Project Coordinator
INSTRUMENT TYPE	Policy
PARENT POLICY	n/a
SUBMISSION TYPE	☒NEW ☐ AMENDMENT ☐ REVOCATION

SECTION B: APPROVAL PATHWAY

POLICY CATEGORY	Legal, Compliance and Governance
APPROVAL AUTHORITY	Board of Governors
DELIBERATIVE BODY	Audit and Finance Committee (A&F)
OTHER CONSULTATIVE BODIES	Senior Leadership Team (SLT)
	PACIP
	Research Board
NOTES	Also consulted with Records Management Project Coordinator at Durham College

SECTION C: PROPOSED APPROVAL TIMELINE

PROPOSED IMPLEMENTATION DATE:		TBD	
COMMITTEE	**SUBMISSION DATE FOR MATERIALS**	**SUBMIT TO**	**COMMITTEE MEETING DATE**
SLT			Monday, February 9, 2015
A&F *(information/consultation)*	Friday, February 13, 2015	Andrea Kelly	Wednesday, February 25, 2015
Research Board *(consultation/information)*		Vivianne Sharpe	Thursday, March 12, 2015

PACIP *(consultation/information)*	Thursday, March 5, 2015	Krista Hester	Tuesday, March 17, 2015
Graduate Studies Committee *(consultation/information)*		Jennifer Pereira	Tuesday, March 24, 2015
CPRC *(consultation/information)*		Kristin Boujos	Wednesday, March 25, 2015
Research Board *(consultation/information)*		Vivianne Sharpe	Thursday, April 23, 2015
Policy Advisory Committee *(consultation/information)*	Tuesday, May 12, 2015	Nadia Jagar	Friday, May 22, 2015
Graduate Studies Committee *(for resolution to Academic Council)*	Monday, May 18, 2015	Jennifer Pereira	Tuesday, May 26, 2015
CPRC *(for resolution to Academic Council)*	Monday, May 18, 2015	Kristin Boujos	Wednesday, May 27, 2015
Academic Council Executive *(consultation/information)*	Thursday, May 21, 2015	Andrea Kelly	Tuesday, June 2, 2015
Academic Council *(for resolution)*			Tuesday, June 16 ,2015
A&F *(approval)*	Tuesday, June 2, 2015	Andrea Kelly	Friday, June 12, 2015
Board of Governors	Tuesday, June 16, 2015	Andrea Kelly	June 25, 2015

SECTION C: NOTES	
ASSOCIATED POLICY INSTRUMENTS	
KEY STAKEHOLDERS	

UOIT Records Management Project

Implementation issues to be addressed

Prepared by: Niall O'Halloran

Office of the University Secretary
and General Counsel

Date: April 17, 2015

1 Introduction

The Office of the University Secretariat's Records Management Project is an 18-month project to establish a University-wide Records Management program including a Records Management Policy, Records Classification Scheme and procedures for record disposition. The goal is to provide UOIT staff and faculty with the direction and authority to systematically dispose of records according to the guidance provided by the Policy and RCRS.

The rules in the RCRS will apply equally to paper and electronic records, but implementation of the RCRS for electronic records will require analysis of IT systems and the possible modifications of systems or the RCRS. Additional policies and procedures will be required to support the identification and capture of all records at UOIT.

The phases of the Project are:

1. Preliminary Investigation
2. Policy Development
3. Records Classification and Retention Schedule Development (12 months)
4. Records System Assessment
5. Identify Strategies for Record Systems

Below is a summary of identified issues that must be addressed in order to provide a complete Records Management Program across all UOIT records. Addressing these issues will require collaboration between the Office of the University Secretary, IT systems and Responsible Units. More issues will be identified during the RCRS phase. Work is ongoing on some critical issues that will provide improvements to the tools and systems available for RM at UOIT.

2 PAPER RECORDS

The RM Policy, RCRS and Disposition procedures work together to allow the disposition of records in compliance with FIPPA. All records listed in the RCRS must be disposed of according to the Records Disposition Procedures, while the RM policy provides authority for routine destruction of transitory records at the discretion of individuals.

2.1 Organization and Tracking

Responsible Unit will maintain an inventory of their paper records. Records will be organized and classified according to the RCRS. Units will track retention periods for files over time. To support this, records should be organized into files according to their disposal eligibility. Files will be cut off each year.

2.2 Retention and Storage

Responsible Units must retain their paper records for the full duration of the retention period.

2.3 Disposition Procedures

The University Secretariat will develop Procedures for Record Disposition. When the retention period expires, records become eligible for disposition. Each year a report of eligible records in each unit is to be compiled. The Records Authority has the authority to review and approve the disposition of eligible records. A copy of the approved disposition report and certificate of destruction must be retained permanently.

2.4   Archives (also applies to electronic records)

The Records Management Program will work collaboratively with the University Archives. The University Librarian will provide advice to the appropriate disposition of records (destruction vs. archival review), review archival records for potential inclusion in the University Archives Collection or management in place by Responsible Unit. Responsible Units may suggest Records Series with possible archival value for review. Once records have undergone final disposition (including archival review), they are out of the purview of the Records Management Program.

3   ELECTRONIC RECORDS

The systems used for Electronic Records at UOIT have varying levels of control ranging from email and shared drive implementations to highly structured databases such as Banner. The final two phases of the records Management Project consist of assessing existing records systems to determine their suitability for fulfilling the requirements of the RCRS and planning for the additional procedures, controls or technology required.

UOIT's current RM plan does not involve the acquisition and implementation of a dedicated Electronic Content Management or Electronic Records Management System in the near future. Instead electronic records will be managed in existing systems to the extent possible. This will involve creating administrative processes to support the tracking of retention periods, disposition of information and keeping a record of these activities.

3.1   Records in Database Systems (Administered by DC)

Database Systems in use at UOIT will be identified during the creation of the RCRS. The database structure may make it impossible to selectively dispose of records, to track retention triggers, or some traces may be left behind following disposition. These gaps will be identified, and a plan created to address them. The plan may include additional technology, modifications to database structure or modifications to the RCRS. Specific issues can only be addressed once the requirements for records are known (following development of the RCRS).

3.2   Records in other 3rd party systems (Contracted by UOIT)

These contracts may have additional costs associated with using additional storage space. This may indicate the need to use other systems for long-term retention of data. Backup procedures for UOIT's data stored in DC administered systems should be investigated to determine if they are adequate. When negotiating contract terms, some additional considerations include the ownership of data at the termination of the relationship, geographic location of storage, backup and protection provisions. Each system will need to be evaluated separately against the requirements for records in the RCRS.

3.3   Disposition Procedures

Requirements in the Procedures for Record Disposition will also apply to electronic records. Roles for disposing of data must be determined and procedures established to create a consistent process. It is likely to be IT staff that will generate a list of records eligible for destruction, and who enact the disposal of data. It will be the Responsible Unit and ultimately the Records Authority who review and approve the disposition of eligible records. A copy of the authorized disposition report and certificate of destruction must be retained permanently.

4 IN PROGRESS

The following have been identified during the first phase of the Records Management Project. Work is ongoing during the current phase of the project to begin to address these issues. Addressing these issues will require collaboration between the University Secretariat, Responsible Units and IT.

4.1 Banner Document Management – Document Imaging Policy and Procedures

Banner Document Management is part of the Banner Revitalization Project. The University Secretariat is supporting BDM by developing a Document Imaging Policy and Procedures based on the requirements of Canada General Standards Board 72.11 Microfilm and Document Imaging as Documentary Evidence. The policy requires Responsible Units to develop and put in place a detailed procedures manual to document the Document Imaging Program. The Records Authority will authorize the Document Imaging Program and the records involved. Source records will be routinely disposed of following quality control.

This will allow units to image University Records, dispose of Source Records and use the images as the designated Official Copy in compliance with Canadian Standards. Benefits include reduction of physical record storage needs, easier sharing of information and a single repository for records, rather than a mix of paper and electronic records.

4.2 Email Retention

A separate policy or guidelines on retention of Email records will be necessary. The Records Policy as written would require individuals to painstakingly classify their emails according to the RCRS and track the retention period over time which is not operationally feasible. An email retention policy/guidelines would define the email inbox as transitory records and provide a blanket retention period for email. This retention period could match the usual retention period for records in a unit (found in the RCRS).

Any email that requires longer-term retention should be stored in an approved records system for the duration of its retention period. Alternate systems may include filing a paper copy, adding to a database system, or storing on an organized shared drive subject to retention rules. Discretion on the part of the inbox owner is needed to make a determination about the value of the email as a University Record. The email accounts of certain individuals may be designated for longer-term or permanent retention.

5 OTHER IT ISSUES

These issues will need to be addressed through the development of institutional policies, guidelines and decisions about what IT systems are acceptable for use in record-keeping. They may extend beyond the scope of strictly records management and require planning for how UOIT intends to address questions of Information Governance.

5.1 Possible Policy collaboration with DC

DC should be engaged during the creation of RM and IT policies. DC already has a retention schedule in place, and are attempting to extend RM to electronic records. There may be significant overlap between the policy needs of the two institutions. Consideration should also be given to aligning UOIT's retention periods with those of DC where operationally feasible. This would facilitate implementation in shared IT systems.

5.2   IT Service Level Agreement between UOIT and DC

A new Service Level Agreement has been finalized between UOIT and DC. The creation of Work Description Documents to define the working relationship is ongoing and may be used to define the roles for disposition of records stored in DC administered database systems.

5.3   Technology Use Policy: BYOD and use of 3rd party systems

UOIT has a technology use policy in place that addresses the acceptable use of technology by faculty and staff. Additional considerations related to RM may be included in future versions of the Policy, or related policies that may be developed. Two cases with RM implications are: faculty and staff bringing their own devices (smartphones, tablets) or using 3rd party systems that were not procured or approved by UOIT and so are not subject to any analysis of their record-keeping or record disposal capabilities. Some questions that may be addressed by policy are:

- Should the use of these devices and systems be limited or prevented?
- University Records must be transferred into an approved System for retention.
- The Official Copy of University Records should not be held in one of these devices.
- Given the previous two points, all data on these systems/devices should be treated as transitory and not held beyond the retention period in the RCRS.
- Records kept on these devices or systems may be subject to FIPPA Access Requests or Discovery.
- Personal records held on these devices may also be searched due to access requests or discovery.

5.4   Backup of UOIT data

Backup procedures for UOIT's data stored in DC administered systems should be investigated to determine if they are adequate. Backup procedures should be documented and carried out according to a regular schedule. UOIT may be required to return to backups as part of discovery for litigation.

- Are off-site backups being performed?
- What is the schedule for backups?
- How often are backups overwritten?
- After disposition, how long will it be until a backup is no longer available?

5.5   Banner Revitalization Project – Workflow and Electronic Approvals

Workflow and Electronic approvals may require policy or guidelines to support their adoption as records systems for UOIT. These systems will be used internally to replace the passing of paper forms between individuals for signature. The legal requirements to allow electronic approvals to stand in for signatures should be investigated.

5.6   Banner Document Retention

BDR is an additional module that will allow BDM to apply retention to Images stored in the system. BDR will be acquired as a part of the Banner Revitalization Project. Once the RCRS is finalized and the module acquired, the requirements of the RCRS will need to be translated into the BDR module. Retention periods in the BDR may need to be aligned with DC to simplify implementation. This may require changes to the RCRS. Disposition procedures for Images will need to conform to the Records Disposition Procedures contemplated under the RM Policy in terms of listing eligible records, authorizations, and keeping a permanent record of disposed records.

5.7   Email addresses

Email accounts should not be shut down/deleted after an employee leaves. They may contain current records. A former student who becomes an employee should get a new email address to avoid overlap between personal and official email.

5.8   Electronic Records Management – Records not in database systems

UOIT's current RM plan is to manage electronic records in existing systems to the extent possible. This will involve creating administrative processes to support the tracking of retention periods, disposition of information and keeping a record of these activities.

For files in shared drives, this will require file naming conventions including versioning of file names, the use of the RCRS to create shared drive file plans, and the sorting of electronic records into folders based on the year of their creation. These steps will serve to improve the management, retention and disposition of electronic records. Setting up these filing plans and systems will require the development of guidance, and provision of training.

5.9   Electronic Content Management / Electronic Records Management Software

In the future, UOIT may consider ECM or ERMS software to manage the lifecycle of electronic records. This software would take the place of Shared Drives for electronic record management. This would provide greater control in terms of user access, versions of records, and reporting.

This would be a significant undertaking requiring additional RM staff to develop the file plans and retention rules that will govern the system based on the RCRS. Business process mapping may be required to derive the full benefit. Additional IT staff would be required to administer the system. Staff would be required both on a project and an ongoing basis and training on the system would be required for all users throughout UOIT. A staged implementation beginning with a pilot project is recommended.

5.10 List of Systems in use at UOIT

- Email
- MyCampus Portal
- Banner (HR, Finance, Registrar)
- Banner Document Management (Finance, Registrar)
- Banner Workflow
- Banner Electronic Approvals
- Blackboard
- SharePoint
- Google Apps / UOITnet: Gmail, Calendar, Drive,
- Legal Suite / GaLexy (Secretariat)
- Applicant Tracking System (HR)
- Raisers Edge (Advancement)
- Federal Gov't lobbying /communications report system (Government Relations)
- Learning experiences database (OIRA, Government Relations)
- Future system: Customer relationship management software (Registrar, Government Relations)
- Romeo (Research services)
- Dropbox (ad hoc use)
- Shared drives

UNIVERSITY OF ONTARIO INSTITUTE OF TECHNOLOGY

Report to Academic Council
at its meeting of June 16, 2015

FOR ACTION

WHEREAS UOIT is preparing a Records Management Policy ("Policy") within the context of a Records Management Project ("Project");

WHEREAS the Policy is considered a compliance policy under the Policy Framework;

WHEREAS due to the broad scope of the Policy and its administrative implications, the following bodies have been consulted: Research Board ("RB"), Provost's Advisory Committee on Integrated Planning, Curriculum and Program Review Committee ("CPRC"), Graduate Studies Committee ("GSC"), and Policy Advisory Committee;

WHEREAS three Academic Council Committees (CPRC, GSC, and RB) have reviewed and commented on the Policy and their comments have been addressed either within the Policy or as part of the Project, such that they have formally indicated support for the Policy;

NOW THEREFORE the Academic Council provides its support for the Policy and recommends the approval of the Records Management Policy by the Board of Governors.