

RECORDS MANAGEMENT PROJECT

Update to Academic Council
at its meeting of November 17, 2015

Records Management Project

The Office of the University Secretariat's Records Management Project is an 18-month project to establish a University-wide Records Management Policy, Records Classification and Retention Schedule and Records Disposition Procedures. The goal is to provide UOIT staff and faculty with the direction and authority to systematically dispose of records in compliance with FIPPA.

Records Management Policy

After extensive consultation, and with the recommendation of Academic Council, the Records Management Policy was approved by the Board of Governors on June 15, 2015.

Document Imaging Policy

Document Imaging Policy was approved by SLT on June 22, 2015. The Document Imaging Policy will support the implementation of Banner Document Management, which allow official student records to be kept electronically.

Records Disposition Procedure (attached)

The Records Disposition Procedure will ensure that disposition of Records happens systematically, and a record is kept of all disposition actions for paper and electronic records. It includes measures to ensure that operational or regulatory changes are identified if they may lead to changes to the Records Classification and Retention Schedule.

Records Classification and Retention Schedule:

The RCRS is 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, method of disposition, and a reference to any applicable legislation or regulations.

RCRS Drafting process:

The RCRS is being developed through consultation with representatives in functional areas throughout UOIT. This ensures that specific operational and compliance needs can be identified by those who use the records. Where multiple units create a specific type of records, representative functional areas are being selected for consultation.

The process is as follows:

1. Meet with functional area managers/experts to discuss types of records created and used, compliance obligations and duration of operational use of those records. Collect information on record storage systems, processes and protections.
2. Review retention schedules of other institutions, compliance obligations, professional guidelines or standards.
3. Draft records series based on findings of steps 1 and 2.
4. Submit draft to managers/experts for comment.
5. Revise draft based on feedback.
6. Submit to upper management for comment.
7. Revise draft based on feedback.
8. Submit to Record Authority for comment and approval.

Consultation and approval pathway:

The RCRS is considered a Directive (Legal, Compliance and Governance) under UOIT's Policy Framework. The following consultation and approval pathway is proposed:

1. Policy Advisory Committee
2. Curriculum and Program Review Committee
3. Graduate Studies Committee
4. Research Board
5. Academic Council
6. PACIP (deliberation)
7. Senior Leadership Team (approval)

The same approval pathway is proposed for the Records Disposition Procedure.

Overview of Consultation Progress

Over the past eight months, over 60 meetings have been conducted with functional area managers or other records users to gather comprehensive information on the records that are being created and used throughout the University. Legislation, regulations, professional standards, contractual obligations have been reviewed and considered, where applicable. Any identified compliance obligations have been incorporated into the RCRS.

Nearly all anticipated meetings have been completed. Draft Records Series have been developed based on the information gathered. The RCRS draft will be circulated to Record Authorities for comment and approval.

A more detailed update on the progress of RCRS development is attached.

Next steps

- Planned meetings will be completed, RCRS draft will be finalized. Approval from relevant Record Authority for RCRS draft will be obtained.
- The RCRS and Records Disposition Procedure will be brought to the Policy Advisory Committee to begin the consultation and approval process outlined above.
- We will develop a plan for implementation of the RCRS and Records Disposition Procedure, including training and assistance when completing the initial Records Disposition process.
- Website Resources are in development to publish the RCRS when completed and to provide advice and guidance in implementing Records Management. Currently planned topics include: How to dispose of Records; Document Imaging; Organizing paper records and shared drives for retention; Record retention for committees and University Governing Bodies; Retention of Contracts.

Niall O'Halloran
Contracts and Records Management Project Coordinator
Office of the University Secretary and General Counsel

Detail of RCRS Development Progress (October 27, 2015)

1. Campus Administrative Services

Consists of records related to services such as asset maintenance, facilities and inventory management, space planning, utilities, health and safety, and emergency management. <i>For student-related services, see: Student function.</i>		
Record Authority	VP Human Resources and Services VP Research, Innovation and International, University Librarian	
Units to Consult	Health and Safety Biosafety and Nuclear Safety Office of Campus Infrastructure and Sustainability	9/9 5/19 5/28, 6/3, 9/11
Draft Status	Health and Safety, Biosafety: draft complete, feedback and revision complete. Present to director for approval. OCIS: draft retention schedule complete. Present to director for approval.	
Consultation progress	Consultation complete pending comments from Ethics and Compliance Officer re: Biosafety and Nuclear Safety.	

2. Compliance, Legal and Risk Management

Consists of records related to compliance including access to information and privacy, records management and mandated government reporting, legal matters including legal advice, litigation and claims and risk management.		
Record Authority	University Secretary and General Counsel	
Units to Consult	Office of the University Secretary and General Counsel	Risk 7/16 Privacy/policy/compliance 7/24 Legal 10/29
Draft Status	Compliance, Risk draft complete. Legal, need to draft records series. Need feedback and revision.	
Consultation progress	Further consultation required with Legal.	

3. Financial Management

Consists of records relating to the management of the University's finances including accounting, audits, banking, budgets, procurement, financial reporting and taxes.		
Record Authority	Chief Finance Office, Provost	
Units to Consult	Finance Faculty PBOs	3/26, procurement 9/1, 9/18 5/20, FSci 9/19
Draft Status	Finance: draft complete. Need to present to director for approval	
Consultation progress	More consultation required on retention in financial systems.	

4. Governance

Governance function includes records related to University policy and the bicameral governance of the University including meeting minutes and elections of the Board of Governors and Committees, Academic Council and Committees, Faculty Councils and PACIP.		
Record Authority	University Secretary and General Counsel	
Units to Consult	Office of the University Secretary and General Counsel	Governance 7/17
Draft Status	Draft complete. Need to present to director for approval.	
Consultation progress	Consultation with University Secretary required.	

5. Government, Community and Institutional Relations

Consists of records related to enhancing the reputation of the University, establishing, strengthening and growing relationships and partnerships with all levels of government, business, other institutions and the community, donors, students and alumni, and marketing and promoting the University.		
Record Authority	VP External Relations, VP Research, Innovation and International	
Units to Consult	External Relations Government Relations Alumni Advancement Communications and Marketing	5/20 6/10, 6/30, 7/15 6/10, 6/30, 7/15 8/24
Draft Status	Draft complete. Feedback and revision complete. Need to present to directors for approval.	
Consultation progress	Consultation complete	

6. Human Resource Management

Includes records related to employees, attendance and scheduling, employee relations, compensation, payroll, pension and benefits, recruitment and hiring, performance evaluation, training and development as well as search committees.		
Record Authority	VP Human Resources and Services, Provost	
Units to Consult	Human Resources Compensation Generalist Pension & Benefits Recruitment, new hires, employee record Academic Affairs (Office of Assoc. Provost)	3/12 3/12 3/20 5/6 10/6
Draft Status	Draft complete. Need to present to director for approval.	
Consultation progress	Consultation complete	

7. Information Technology

Consists of records related to Information technology, including learning tools and other IT assets, software acquisition and the provision of access rights.		
Record Authority	Associate Provost Academic	
Units to Consult	Information Technology Services Unit Business analysts/managers (for review and comment)	7/7 Finance Registrar HR Library
Draft Status	Draft complete. Feedback and revision in progress.	
Consultation progress	Consultation complete. May meet to speed up feedback and revision.	

8. Local Administration

Consists of common administrative records used by all departments including project and program management, office operations and allocation of duties between units. This section provides general guidelines on retention of records.		
Record Authority	Vice President of originating unit	
Units to Consult	All units*	

*Record Series in other functions will be created for units that determine that these general administrative retention periods do not meet their operational needs or compliance obligations.

9. Research Management

Includes records related to the administration of research, including partnerships and collaboration applications and proposals, agreements, and projects. Also includes records required for compliance with contractual and grant obligations, and research materials and data that have been licensed to the University by IP holders.		
Record Authority	VP, Research Innovation and International	
Units to Consult	Research Services	Research data 9/18 Research Services 10/5 Intellectual Property 10/15 Partnerships 10/20 Ethics and compliance 10/15 Entrepreneurship 10/20 Director, Research Early Nov.
Draft Status	In progress.	
Consultation progress	Consultations in progress. Meetings with functional experts complete. Will complete a draft RCRS then meet with Director, Research Services to finalize.	

10. Students

Includes records related to degree granting and to student academic performance including applications, admissions, discipline, grades, transcripts and communications. Also included are records related to support services for students including accommodations, advising, employment and careers, exchange and international students, financial assistance, internships and orientation.																									
Record Authority	Registrar, Dean of Graduate Studies, AVP Student Life																								
Units to Consult	Registrar, Graduate Studies, Student Accessibility Services, Student Experience Centre, Student Learning Centre, Career Centre, Athletics, Mental Health Services, Academic Advising																								
Units to Consult	<table border="0"> <tr> <td>Registrar,</td> <td>4/28, 7/2, 7/3</td> </tr> <tr> <td>Graduate Studies,</td> <td>6/25</td> </tr> <tr> <td>Student Accessibility Services,</td> <td>8/13</td> </tr> <tr> <td>Student Experience Centre,</td> <td>8/11</td> </tr> <tr> <td>Student Learning Centre,</td> <td>8/10</td> </tr> <tr> <td>Career Centre,</td> <td>8/24</td> </tr> <tr> <td>Athletics,</td> <td>8/13,</td> </tr> <tr> <td>Mental Health Services</td> <td>9/1</td> </tr> <tr> <td>Academic Advising</td> <td>8/31</td> </tr> <tr> <td>FSSH Academic advising</td> <td>7/30, 9/16</td> </tr> <tr> <td>FSSH practicums</td> <td>11/2</td> </tr> <tr> <td></td> <td>11/2</td> </tr> </table>	Registrar,	4/28, 7/2, 7/3	Graduate Studies,	6/25	Student Accessibility Services,	8/13	Student Experience Centre,	8/11	Student Learning Centre,	8/10	Career Centre,	8/24	Athletics,	8/13,	Mental Health Services	9/1	Academic Advising	8/31	FSSH Academic advising	7/30, 9/16	FSSH practicums	11/2		11/2
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Draft Status	<p>Registrar: Draft complete. Need feedback and revision. Need to present to director.</p> <p>Student Life: Draft complete. Feedback and revision in progress. Need to present to director</p> <p>Graduate Studies: Draft complete. Feedback and revision in progress.</p>																								
Consultation progress	Further consultation required with Registrar to ensure sufficient buy-in.																								

11. Teaching and Learning

Includes records related to faculty administrative and teaching functions such as accreditation, courses and curriculums, program reviews, scheduling and enrolment as well as student evaluations and the Library functions. Also includes institutional research and analysis to support student retention and other institutional goals.		
Record Authority	Associate Provost Academic	
Units to Consult	Faculties, All PBOs Faculty of Health Science Faculty of Science Academic advising Teaching & Learning Centre, OIRA FBIT faculty FSSH Deans, Assistant Deans Library	10/6 9/21 9/9 7/30, 9/16 3/26 7/22 Early Nov. 10/1
Draft Status	OIRA: draft complete, feedback and revisions complete, need director approval. Faculties: Consultation with PBOs complete. Further consultation scheduled with FSSH Deans, Assistant deans. Library: draft complete, feedback and revision complete. Teaching and Learning Centre: owns the systems many faculty records will be kept in, but not the retention authority	
Consultation progress	Further consultation scheduled with Faculty of Social Science and Humanities. Consultation complete with Library.	

Item	X.XX
Framework Category	
Approving Authority	
Policy Owner	
Approval Date	
Review Date	
Supersedes	

RECORDS DISPOSITION PROCEDURE

PURPOSE

1. These procedures will establish a consistent process for the retention and disposition of University Records according to the Record Classification and Retention Schedule.

DEFINITIONS

2. For the purposes of these procedures the following definitions apply:

“Transitory Copy” means an exact duplicate of the content of an Official Copy.

“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.

“Disposition Authority” means a position responsible for authorizing Disposition of University Records as delegated by the Record Authority.

“Official Copy” means the copy of a University Record designated in local procedures to satisfy the University’s retention requirements where multiple copies exist.

“Record Authority” means the position designated in the RCRS as having authority over a particular Records 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 that Official Copies are retained for the full duration of their Retention Period and Disposition occurs. This may be a named unit, or any unit that creates it if multiple units have responsibility for a Records Series.

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

“Retention Trigger” means the event that triggers the Retention Period to start counting down.

“Transitory Record” means any Record other than a University Record that has only short term value. Transitory Records may include:

- a) Announcements and notices of a general nature.
- b) Drafts.
- c) Transitory Copies 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. These procedures apply to the retention and Disposition of all University Records. Disposition of Transitory Records is governed by the Records Management Policy.
- 4. The Record Authority for each Records Series is defined in the Records Classification and Retention Schedule. The Records Management Policy assigns authority for Disposition of University Records to the Record Authority. This authority may be delegated to one or more Disposition Authorities who will authorize and manage Disposition on their behalf.
- 5. The Disposition Authority is a supervisory role, with authority to:
 - 5.1. Establish local procedures or processes for organizing Records and tracking Retention Periods. These local procedures or processes should take into account work functions, and the repositories that house their records, whether physical or information systems.
 - 5.2. Identify Official Copies of University Records and ensure that Transitory Copies are destroyed prior to the end of the Retention Period.
 - 5.3. Authorize Disposition of University Records to be carried out in accordance with these procedures and assign a delegate to carry out the Disposition process.
 - 5.4. Report any operational or regulatory changes that may affect recordkeeping to the University Secretary delegate.
 - 5.5. Ensure that completed Disposition Authorization Forms are submitted to the University Secretary delegate.
- 6. The Office of the University Secretary will assign a delegate to monitor and administer the ongoing retention and Disposition of Transitory and University Records. This position will:
 - 6.1. Create guidelines for organizing Records and tracking Retention Periods in the various repositories in use at the University.

- 6.2. Maintain submitted Disposition Authorization Forms and supporting documents as a University Record of Disposition.
 - 6.3. Evaluate operational and regulatory changes reported by Responsible Units and determine whether these changes necessitate a review or modification of all or part of the Records Classification and Retention Schedule in accordance with the Policy Framework.
 - 6.4. Provide training and support to Responsible Units to ensure the consistent application of these procedures and the Records Classification and Retention Schedule.
7. The University Secretary and General Counsel, or successor thereof, is the Policy Owner of the Records Management Policy and is responsible for overseeing the implementation, administration and interpretation of its associated procedures and directives.

PROCEDURES

8. The Official Copy of a University Record must be retained for the full duration of its Retention Period as defined in the RCRS. Once the Retention Period of a University Record has expired, it is eligible for Disposition. The Retention Period begins to count down only after the Retention Trigger defined in the RCRS has occurred.
9. **Disposition Process**
- 9.1. Responsible Units must evaluate their holdings of University Records to compile a list of eligible Records at least once per year. The list may be created manually using the Disposition Authorization Form, or by an automated system.
 - 9.2. The list of eligible Records must include, at a minimum, the:
 - a) Record Series of eligible Records;
 - b) File descriptions and date range within each Record Series;
 - c) Retention Trigger date for eligible Records.
 - d) The date when Records became eligible for Disposition.
 - 9.3. All copies of Records on the list must be gathered together and verified to ensure that no ineligible Records have been mistakenly collected.
 - 9.4. The Disposition Authority will authorize Disposition using the Disposition Authorization Form. In doing so, the Disposition Authority certifies that:
 - a) There are no legal or operational Records Holds or FIPPA access to information requests that affect eligible Records.
 - b) There are no unanticipated operational or audit needs regarding eligible Records.
 - 9.5. Any eligible Records that are subject to a legal or operational Records Hold, FIPPA access to information request or unanticipated operational or audit needs, must be removed from the list and must not undergo Disposition.

- 9.6. **During the Disposition process, Transitory Copies should be reviewed. Any Transitory Copies that are no longer needed should be destroyed.**
 - 9.7. Disposition will be applied according to the Disposition method in the Records Classification and Retention Schedule.
- 10. Proof of Disposition**
- 10.1. Proof of Disposition must be created or obtained to document that Disposition was carried out as intended.
 - 10.2. For paper Records this will be:
 - a) A transfer receipt;
 - b) A certificate of destruction from a third-party record destruction vendor;
 - c) Or a form certifying that an employee carried out the destruction.
 - 10.3. For electronic Records this will be:
 - a) A system-generated log;
 - b) Or a form certifying that Disposition was carried out.
 - 10.4. The Disposition Authorization Form, list of eligible Records, and proof of disposition will be forwarded electronically to the University Secretary Delegate for retention.
- 11. Organizing Records**
- 11.1. If there are duplicate copies of a University Record in multiple locations, formats or systems, designate a single Official Copy for retention. Transitory Copies may be destroyed when no longer needed and must not be retained longer than the Official Copy. Transitory Copies containing confidential or personal information require secure destruction.
 - 11.2. Any documents or files in a folder should be from the same Records Series, with the same Retention Trigger date. This will allow Retention Periods to be tracked and Disposition to be applied at the file or folder level, not the document level.
 - 11.3. When the Retention Trigger is met a file or folder must be cut off and rendered inactive. At the end of each year, files with a year-end Retention Trigger must be cut off and a new file or folder created. Any material that is still in progress may be transferred to the new file or folder.
- 12. Records Hold**
- 12.1. 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. The Records Hold will remain in effect until rescinded in writing.
 - 12.2. If there is unanticipated operational or audit need for Records, the Record Authority may issue a written Records Hold. A Records Hold will identify the affected Records and Records Series, and include an anticipated end date.
 - 12.3. Copies of Records Holds will be sent to:
 - a) Record Authorities

- b) Disposition Authorities
- c) Responsible Unit(s)
- d) System administrators of involved systems
- e) University Secretary Delegate
- f) Any other necessary personnel

12.4. Upon being notified of a Records Hold, Responsible Units will suspend all Disposition of affected Records immediately. Records Holds will remain in effect until rescinded in writing.

12.5. Records Series requiring repeated operational or audit Records Holds will be evaluated by the University Secretary Delegate to determine if their Retention Period continues to meet UOIT's operational needs, or if a revision is required.

13. Revisions to the RCRS

13.1. As part of the Disposition Authorization Form, units will report on any changes or anticipated changes to recordkeeping requirements. Changes may include:

- a) Changes to legislation or regulations that will affect recordkeeping.
- b) New guidance from professional or accreditation bodies that will affect recordkeeping.
- c) Changes to information systems used in recordkeeping.
- d) Changes to responsibility for recordkeeping (new programs, transfer of responsibility between units, etc.)

13.2. For any regulatory or operational changes, units should identify the:

- a) Records Series that may require modification.
- b) Nature of the modification (i.e. change to Retention Period, citation, scope notes, etc.)

13.3. Reported operational or compliance changes will be evaluated by the University Secretary Delegate to determine whether to initiate a review of existing Records Series or the creation of new Records Series in accordance with UOIT's Policy Framework.

14. Disposition Method

14.1. The Disposition Method for each Records Series is included in the Records Classification and Retention Schedule.

14.2. Secure Destruction

Records containing sensitive or confidential information or personal information require Secure Destruction. Secure Destruction maintains security throughout the destruction process and renders the Record unrecoverable. Secure Destruction services may be contracted from third-party service providers, including cross-cut shredding, pulping or incineration.

14.3. If the Disposition method for Eligible Records is Destruction, a designated person must witness either:

- a) The secure destruction of the Eligible Records;
- b) Or the removal of Eligible Records for destruction by a service provider.

14.4. Transfer to third parties

Compliance obligations may dictate that Records be transferred to the custody and control of a third party. These transfers must be governed by a written agreement. Transfer to a contracted Records storage facility where the University retains ownership of the Records is a method of storage, not a method of Disposition.

14.5. Archives

University Records deemed to have historical value will be identified in the RCRS for transfer to the UOIT Archives as their method of Disposition. These transfers must be governed by a written agreement. Records transferred to the UOIT Archives will remain accessible to the Responsible Unit and may be subject to a FIPPA Access to Information request.

MONITORING AND REVIEW

15. These procedures will be reviewed every three years. The University Secretary delegate is responsible to monitor and review this Policy.

RELEVANT LEGISLATION

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

RELATED POLICIES, PROCEDURES & DOCUMENTS

- 17.** Records Management Policy
Records Retention and Classification Schedule (Under development)
Disposition Authorization Form
UOIT Access to Information and Protection of Privacy Policy

Information Governance

Records Management Project

Records Management Policy

IT Issues (Within Scope)

Records Disposition Procedures

Records Classification and Retention Schedule

Protocols for Records Protection

Banner Document Management (Scanning)

Strategies for applying RCRS to data in IT Systems, based on information developed during RCRS creation.

Requirements for records: retention, protection, storage systems and locations

Document Imaging Policy

Email Retention Policy

Recommended Disposition Plan for Records in Database Systems

Approved

Draft Complete

In progress

Document Imaging Guidelines

Procedures Manuals of Individual Programs

Banner (HR, Finance Registrar)

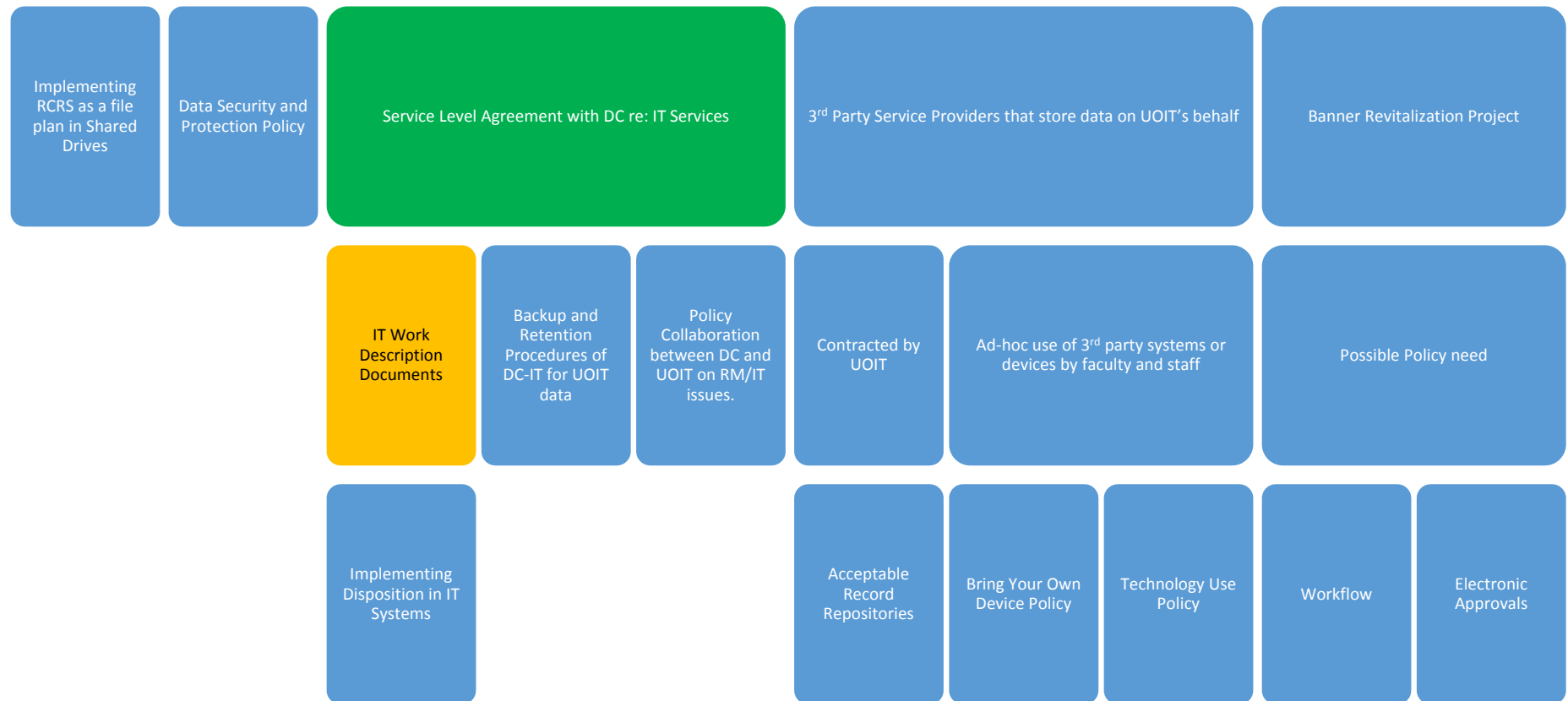
Banner Document Management

Blackboard Learn

Sharepoint

Information Governance

Identified Information Technology Issues



Records Management Project Update



Presented to: Academic Council
Prepared by: Cheryl Foy and
Niall O'Halloran
Date: November 17, 2015

Information Governance

Records Management Project

Records Management Policy

IT Issues (Within Scope)

Records Disposition Procedures

Records Classification and Retention Schedule

Requirements for Records Protection

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Strategies for applying RCRS to data in IT Systems, based on information developed during RCRS creation.

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Document Imaging Policy

Email Retention Policy

Recommended Disposition Plan for Records in Database Systems

Document Imaging Guidelines

Procedures Manuals of Individual Programs

Banner (HR, Finance Registrar)

Banner Document Management

Blackboard Learn

Sharepoint

Policy Instruments

- **Records Management Policy**
 - Approved June 22
- **Document Imaging Policy**
 - Approved June 25
- **Records Disposition Procedure**
 - Planned February/March 2016
- **Records Classification and Retention Schedule**
 - Planned February/March 2016

Policy Instruments

- **Records Disposition Procedure**
 - Ensure that disposition of Records happens systematically.
 - Keep a record of all disposition of paper and electronic records
 - Identify operational or regulatory changes that may lead to changes to RCRS
- **Records Classification and Retention Schedule**
 - Comprehensive list of all types of Records at UOIT.
 - Rules for each type: retention period, protection, method of disposition, reference to any applicable legislation / regulation / obligation

RCRS Drafting and Consultation Process

- Over 60 meetings with functional areas (mangers, record users)
- Worked with units to identify the types of records they use and all operational and compliance requirements.
- Review of legislation, regulations, professional standards, contractual obligations.
- Benchmark against other universities.
- Draft a retention schedule/retention period based on the information gathered from units.
- Approximately 250 Records Series created.

RCRS Sections

Campus Administrative Services	Draft complete
Compliance, Legal and Risk Management	Draft under revision
Financial Management	Draft complete
Governance	Draft complete
Government, Community and Institutional Relations	Draft complete
Human Resources	Draft complete
Information Technology	Draft complete
Research Management	Draft complete; under revision
Students	Draft complete; under revision
Teaching	Draft complete; under revision

Records Management Website

- Records Classification and Retention Schedule
- Help and Advice:
 1. Disposition and Destruction of Records
 2. Document Imaging
 3. Organizing (paper) records for retention
 4. Organizing Shared Drives for retention
 5. Record retention for committees, working groups and University Governing Bodies
 6. Retention of Contracts
 7. Transitory and University Records
 8. **Anything else?**

Disposition Procedure and RCRS Consultation path (proposed)

- Academic Council (November 17)
- Policy Advisory Committee (December 17)
- Curriculum and Program Review Committee (Jan/Feb)
- Graduate Studies Committee (Jan/Feb)
- Research Board (Jan/Feb)
- Academic Council (Feb)
- PACIP (deliberation) (Feb)
- Senior Leadership Team (approval) (Feb/March)