



OFFICIAL COLLEGE POLICY

RECORDS CLASSIFICATION AND MANAGEMENT

Approved by Management Executive Committee: June 12, 2018
Approved by Vanier College Board of Directors: September 18, 2018

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1. PURPOSE

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

- 1.1 Fulfill the College's legal obligations pertaining to document classification and management
- 1.2 Identify and protect the College's essential and historical records
- 1.3 Reduce cost and improve document retrieval through a systematic application of the College's retention schedule and classification plan.

2. DEFINITIONS

For the purpose of this policy the following definitions apply:

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. May also be referred to as a *current record*.

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 primary or secondary values 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. Any recorded information or object which can be treated as a unit.

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

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 produced or received in the conduct or completion of an institution's activities and that comprise content, context and structure sufficient to provide evidence of these activities. A record may comprise of one or more documents.

Retention Schedule. A comprehensive tool approved by the Bibliothèque et Archives nationales du Québec (BAnq), that lists how long each record is kept and what the final disposition of the record will be.

Semi Active Record. A record that is in occasional use but still retains primary value such as administrative, legal, or financial purposes.

3. SCOPE OF APPLICATION

3.1 This policy applies to all administrative units of the college and to all active, semi-active and inactive documents created or received by the College personnel in pursuit of their duties regardless of their nature (administrative, financial, legal, historical) or format (hard copy, digital, audio-visual, web or otherwise).

4. POLICY STATEMENTS

4.1 Vanier College (“the College”) is committed to sound document classification and management practices.

4.2 The College will implement a BAnQ approved document retention schedule governing “ the periods of use and medium of retention of its active and semi active documents and indicating which inactive documents are to be preserved permanently, and which are to be disposed of”¹ consistent with the *Archives Act*.

¹ Archives Act, CQLR. C. A-21.1, art.7

5. LEGISLATIVE CONTEXT

5.1 Vanier College is legally obliged to implement a document retention schedule and its associated classification plan in conformity with the following:

- 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

6. ROLES AND RESPONSIBILITIES

6.1 The Vanier College Board of Directors

The Vanier College Board of Directors is responsible for approving a resolution authorizing the Director of Vanier Communications and Corporate Affairs to sign and submit the retention schedule and any subsequent revisions to the Bibliothèques et Archives nationales du Québec.

6.2 The Director of Communications and Corporate Affairs

The Director of Communications and Corporate Affairs is responsible for signing and submitting the retention schedule along with any subsequent revisions to the Bibliothèque et Archives nationales du Québec (BANQ).

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

With respect to the overall application of the policy, The Director of Communications and 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 heads with a copy of the classification plan and retention schedule.
- Collaborate with departmental and administrative heads to ensure that the classification plan and retention schedule are understood, implemented, and kept up to date.

- Act upon request for access to public College documents in conformity with the *Act respecting Access to Documents Held by Public Bodies and the Protection of Personal Information*.

6.3 I.T Services

I.T Services Shall:

- Ensure that records stored on the College network are integral and secure.
- Provide digital document storage on the College network for essential records identified in the retention schedule.
- Provide digital document storage space on the College network for each administrative unit in accordance with retention schedule requirements.

6.4 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 Communications and Corporate Affairs if any modification or change is needed to the classification plan or retention schedule.
- Ensure that employees under their supervision are aware of their record keeping responsibilities.
- Provide employees under their supervision with the necessary tools and training to understand and implement the College's classification plan and retention schedule.

6.5 Personnel

Personnel of all employment categories shall:

- Store digital documents in the designated areas of the College's network.

- Ensure that essential documents are identified and secured in the designated areas of the College's network.
- Store non-digital documents in designated locations
- Comply with the College's classification plan, retention schedule, and records management policies and procedures.
- 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 departmental supervisor.

7. AUTHORITY

7.1 This policy is under the authority of the Director of Vanier Communications and Corporate Affairs.

8. EFFECTIVE DATE

8.1 This policy will become effective upon adoption by the Vanier College Board of Directors

9. RESOURCES

Vanier College Retention Schedule and Classification Plan