

4. All college records have a reasonable retention period based on the legal or logical requirement for retention.
5. All college records will be trustworthy, usable over time, retained and disposed of according to approved timetables, and managed as a consistent whole, regardless of location when they relate to the same subject or are part of the same business process.
6. The College, through its records management process, will ensure that employees have the training, resources, and materials they need to create and maintain records, in all media, that are trustworthy, usable, retained and disposed of according to approved schedules, and are managed as a consistent whole.
7. All retention and disposal schedules that cite provincial or federal legislation as part of their retention rationale will be submitted for legal review to ensure that the schedules meet legislative requirements.

1. **Title Active records:** are records in constant use that need to be retained in the office close to users.

2. **Archival records:**

documents, digital images of paper or microfilm stored in a records and document management system, databases and web sites.

7. **Personal information:** means recorded information about an identifiable individual. Personal information includes: home address, home telephone number, race, nationality, origin, colour, political or religious beliefs, age, sex, sexual orientation, marital or family status, and any identifying number or symbol assigned to an individual. It also includes an employment. Personal information also includes images about individuals.
8. **Personal information bank:** is a collection of personal information that is organized or retrievable by the name of an individual or by an identifying number, symbol or other particular assigned to an individual.
9. **Primary record:** is the official copy of the record and is generally stored in a secure place

17. **Usable records:** are records that can be retrieved, accessed, deciphered and comprehended for as long as their creators and other business areas, such as audit or legal departments, require them.

18. **Vital records:**

its operations in the event of a disaster. A record is vital when it would be required to position or is made vital by regulation or statute.

1. Employees will file or otherwise organize their college records in a manner that allows access and retrieval of records quickly and easily, when required. Employees will refer Information Management Appraisal Reports when filing.
2. Employees will protect the privacy of individuals by ensuring that records containing personal information are stored in a secure environment while in the office, are protected from harm if designated as vital records, and are confidentially destroyed by shredding or incineration according to approved retention and disposal schedules.
3. Unit supervisors will work to ensure compliance with privacy guidelines for the collection, storage and disposal of personal information records.
4. Employees will follow the approved retention and disposal schedules established for their otify their unit supervisor of any

Records and Information Management Appraisal Report. When the head of the business area approves the appraisal report, he/she agrees to m to the retention schedules.
5. Employees may retain duplicate or reference copies, i.e., secondary records, created and maintained by other departments for as long as needed for reference purposes, but no longer than the retention and disposal schedule established for the original, official record.
6. Departments that create or maintain **vital** records will establish and follow procedures to ensure that such records are protected in the event of a disaster.
7. Employees who leave the College or change positions will leave all official college records for their successors, subject to approved retention and disposal schedules.

The Director of Information Technology Services has the authority and responsibility to ensure that the record management program is implemented, and to monitor employee compliance with this policy. The Director will periodically edit the index, a dynamic document, to ensure it is current and will maintain appropriate on-going training practice.

BC Employment Standards Act

BC Financial Information Act

BC Freedom of Information and Protection of Privacy Act

BC Limitation Act

BC Personal Information Protection Act

Canada Employment Insurance Act

Canada Income Tax Act

Canada Pension Plan Act

Canada Personal Information Protection and Electronic Documents Act

Canadian Union of Public Employees, Local 2081

Camosun Faculty Association Collective Agreement

BCGEU Local 701