1. Legislative Context

This procedure is aligned with the requirements of the records management legislation that applies to College of the North Atlantic. Within the Government of Newfoundland and Labrador, records management legal and regulatory requirements can be found in the Management of Information Act, the Access to Information and Protection of Privacy Act, 2015, or any other Act or regulation that is binding or imposes records management duties and responsibilities onto the college.

This procedure shall include a current records inventory and the procedures currently in place to manage records. It will also include retention and disposal schedules for the timely and orderly disposal of records and the appropriate preservation of archival records.

No unit shall destroy records or permit their removal from the control of the college except in accordance with an approved records retention and disposal schedule.

2. Definitions

Active Record  An active record is a record needed to perform current college operations or ongoing college business, is consulted frequently, and it must be conveniently available for immediate reference.
Archival Retention: Archival retention is a method of disposition for official college records where these records will be permanently retained by The Rooms Provincial Archives when the college has fulfilled its obligations to retain these records.

College Record: A College record is information created or received in the course of conducting college business and may be recorded or stored in any form. All college records are the property of the College.

College Unit: A college unit means academic or administrative areas at the college, including but not limited to: faculties; departments; divisions; schools; campuses; or offices.

Confidential Information: Confidential information is any recorded information about an individual or an entity, that if disclosed could reasonably be expected to:

- Place either the individual or the entity at risk of criminal or civil liability.
- Damage the individual or entity’s financial standing, employability, privacy or reputation.
- Be harmful to the individual or public safety.
- Reveal local public body confidences or advice from officials.
- Be harmful to the economic interests of the college or third party individuals or organizations.

Control: Control of a college record means having the power or authority to manage, restrict, regulate or administer the use or disclosure of a college record.

Custody: Custody of a college record means having physical possession of it.

Dataset: A common group of records that are related and are treated as a unit.

Destruction: Destruction is a method of disposition for official college records where these records will be destroyed when the college has fulfilled its obligations to retain these records in accordance with an approved Records Retention and
Disposal Schedule.

**Disposition**

Once the retention period for official college records has been fulfilled, as documented in an approved Records Retention and Disposal Schedule, disposition is the final outcome of these records and the disposition methods include destruction, archival retention or selective retention.

**Electronic Record**

An electronic record consists of data or information that is entered, created, manipulated or stored on electronic media. Electronic records include, for example, electronic faxes, word processing and spreadsheet files, database files, web pages, voice-mail, e-mail, instant messages, audio-tape, video-tape and photographs.

**General Information**

General information is any other recorded college information that does not involve confidential or personal information.

**Government Records Committee**

The Government Records Committee (GRC) is a Government of Newfoundland and Labrador’s committee whose mandate is to review and approve the college’s Records Retention and Disposal Schedules and One-time Disposal Schedules for official college records not recorded on an approved Records Retention and Disposal Schedule.

**Office of Access to Information and Protection of Privacy**

The Office of Access to Information and Protection of Privacy (ATIPP) is the college unit responsible for administering the *ATIPP Act, 2015*, and the *Management of Information Act* for the college.

**Office of Primary Responsibility**

The Office of Primary Responsibility (OPR) is the designated college unit that maintains official college records in accordance with an approved Records Retention and Disposal Schedule.

**Official College Record**

The official college record is the record copy that is retained for administrative, fiscal, legal and research requirements and is managed in accordance with an approved Records Retention and Disposal Schedule.

**Personal Information**

Recorded information about an identifiable individual.
**Records Disposal Authorization Form**
A Records Disposal Authorization form is used to ensure the authorized, controlled and documented disposal of official college records, recorded either on an approved Records Retention and Disposal Schedule or One-time Disposal Schedule, once the retention period for these records has been fulfilled.

**Records Management**
Records management is the field of management responsible for the systematic control of college records from their creation or receipt through to their distribution, use, maintenance and final disposition.

**Records Retention and Disposal Schedule**
A records retention and disposal schedule is a control document that defines the retention period and disposition method for a group of related records, also referred to as a records series.

**Records Series**
A records series is a group of official college records that are grouped together as a unit, regardless of format, because they relate to a particular subject or function, or result from the same activity. The retention and disposition of official college records is managed at the record series level where these records are grouped together under a common title and share the same retention period and disposition.

**Records Series Number**
The records series number is a unique identifying number, assigned by the Office of ATIPP, to each records series.

**Records Series Owner**
The records series owner is an individual within the Office of Primary Responsibility who is accountable for ensuring the records series is managed in accordance with an approved records retention and disposal schedule.

**Retention Period**
The retention period is the length of time official college records will be retained before they are eligible for disposition. The retention period may be:

- Applied at the end of the calendar year (CY) or December 31st.
- Applied at the end of the fiscal year (FY) or March 31st.
- Applied when a specific event date (ED) has occurred.
- Applied only when it has been determined that the
records are either superseded or obsolete (S/O).

**Semi-Active Record**
A semi-active record is a record that does not have to be made readily available in primary offices within the college unit, but still may need to be kept for the possibility of future use or reference.

**Transitory College Record**
A transitory college record is a record of temporary usefulness and has no ongoing value beyond an immediate and minor transaction or the preparation of a subsequent record. Transitory college records are disposed of as soon as they are no longer required and are not covered under an approved records retention and disposal schedule. However, transitory college records must be produced in the event of an audit, legal inquiry, or access to information request if they exist and are accessible. Examples of transitory college records include:

- An exact duplicate copy of an official college record.
- Draft documents or working materials.
- Publications from outside the college.
- Advertising mail.
- Blank printed forms.

**Vital Record**
A vital record is any official college record containing information essential to the college’s continuing or resuming its operations in the event of a disaster, supports the college’s legal or financial position, or is made vital by regulation or statute.

### 3.0 Roles and Responsibilities

3.1 All members of the college community will be responsible for:

A. Creating, receiving and maintaining official college records in a professional and objective manner. These records are authentic evidence of college transactions and operations.

B. Ensuring that official college records, under your college unit’s custody or control, are created or received, organized, filed, used, retained, and disposed of according to the college’s records management policies and procedures, and an approved records retention and disposal schedule.
C. Securely storing college records containing personal or confidential information and protecting from harm if designated as vital records; retaining and disposing of them according to an approved records retention and disposal schedule.

D. Retaining transitory records for as long as needed for reference purposes, but no longer than the retention period established for the official college record on an approved records retention and disposal schedule.

E. Advising the Office of Responsibility or Record Series Owner of any changes to a business process that would require an update to an approved records retention and disposal schedule.

F. In the event you leave or change your position with the college, ensuring records are left behind with your successor.

G. Consulting with the Office of ATIPP on any questions regarding the application or interpretation of the college’s records management policies, procedures, or governing legislation.

3.2 The Records Analyst will be responsible for:

A. Developing, implementing and maintaining a comprehensive records management and protection program in consultation with college units.

B. While the Records Analyst has authority for the establishment of a records management and archival program, administrators of individual organizational units are responsible for the application of the Records Management Policy.

3.3 The College’s ATIPP office will be responsible for:

A. Coordinating and implementing the appropriate guidelines in compliance with the ATIPP Act, 2015.

3.4 The College’s General Counsel will be responsible for:

A. Providing interpretation and advice on the retention schedule to ensure they continue to meet the legal needs and requirements of CNA.

3.5 The Chief Operating Officer has been delegated the primary responsibility for records management processes.

3.6 The President is accountable for ensuring that the college is compliant with the ATIPPA, 2015, and Management of Information Act.
4.0 Related Policies and Procedures

- Board of Governors’ Policies; GP-GR-807 & GP-RR-904
- Access to Information Requests FA-320
- Privacy Breach; FA-320 & FA-320-PR
- Student Records; LS-206 & LS-206-PR
- Student Discipline; LS-202 & LS-202-PR
- Employee Discipline; HR-414 & HR-414-PR
- Electronic Information System Use; IS-501 & IS-501-PR
- Electronic Mail (Email) and Internet Usage; IS-502 & IS-502-PR
- Personal & Confidential College Data Encryption; IS-503 & IS-503-PR
- Mobile Computing Devices Procurement & Use; IS-504 & IS-504-PR
- Network User Accounts; IS-505 & IS-505-PR