

## **University of Prince Edward Island Faculty Association Records and Information Management Policy**

### **1. Purpose**

The purpose of a records and information management policy is to provide for the systematic and efficient control of the creation, custody, storage, and final disposition of all records of the University of Prince Edward Island Faculty Association (hereafter, “the UPEIFA” or, simply, “the Association”). The objectives of records and information management (sometimes referred to as recorded information management) are:

- a) to give the UPEIFA control over the information contained in all its records (regardless of format), making this information readily available for decision-making and treating it as a valuable resource;
- b) to ensure that required information is obtained, used and maintained effectively, and ensure timely access to reliable information in active, semi-active and archival records;
- c) to ensure that records are properly protected and are not destroyed or removed from the control of the UPEIFA unless authorized by the Association Executive (referencing the policies and procedures outlined herein);
- d) to ensure that records with archival value are preserved;
- e) to ensure that inactive records having no further value are destroyed in a timely, secure, and environmentally-sound manner; and,
- f) to provide facilities and equipment that will safeguard the security and physical integrity of the Association’s records.

### **2. Application of Policy**

This policy applies to the records of the UPEIFA Executive Committee and of all other duly constituted standing and ad hoc committees of the Association, and to the UPEIFA administrative office.

### **3. Interpretation/Definitions**

For the purpose of this policy, the following definitions will apply:

- a) **archival records** are those records judged to have permanent and continuing value to the UPEIFA’s organizational memory, by virtue of their enduring administrative, legal, financial, and/or historical utility.

- b) **Association records** refers to all recorded information – regardless of its physical format, characteristics, or media – kept by any member or employee of the UPEIFA in the course of work for the Association.
- c) **charge out** is a control procedure for tracking the location of Association records when they are not in the normal storage location (i.e., the Association office or the Association’s designated records storage facility).
- d) **records and information management (or recorded information management)** collectively describes the policies, procedures, and practices required to systematically and efficiently control the creation, custody, storage, and final disposition of Association records throughout all phases of their life cycle.
- e) **records retention and disposition schedule** is a procedural document, endorsed by the Association Executive (or designated authority), defining the duration, location, and conditions of storage for Association records, and the final disposition (e.g., destruction, archival retention) of these records.

#### 4. Policy on Records Custody and Transfer

Because of the nature of much of the work undertaken on behalf of the UPEIFA by Association officers and committee members, many of the records generated and accumulated in the course of this work will often need to remain in the custody of individual Association officers and committee members for extended periods of time.

Any Association officer, committee member, or employee having UPEIFA records (as defined in this policy) in their care and control must keep these records secure and in good order (ideally with reference to such records schedules, filing plans, etc. as the Association may have in place). No Association records are to be destroyed or discarded without reference to the UPEIFA Executive, or to such authorities and guidelines (i.e., records retention schedules) as the Executive may designate.

All Association records should be placed in the care and control of the UPEIFA (i.e., physical documents deposited with the Association business office; electronic documents filed on a secure Association computer server) as soon as is practicable. More specifically, all UPEIFA officers and committee members must, upon completion of their term of office, deposit with the Association office all records created or accumulated during the course of their work with the UPEIFA. This process is to be completed within one calendar year.

#### 5. Policy Statement

The University of Prince Edward Island Faculty Association hereby asserts ownership of all records created or accumulated by members of its Executive Committee and other duly-constituted standing and ad-hoc committees, and by its employees, ***in the course of their work for the Association***. Responsibility for the management and care of these

records is vested in the Executive of the Association (or such responsible authority as the Executive may designate).

While the Association is not currently subject to any federal or provincial privacy legislation this policy represents a formal commitment by the UPEIFA to exercise all due diligence in protecting the personal information of its members and staff while performing its RIM functions.

## **6. Policy Approval**

This policy was approved by the UPEIFA Executive Committee on May 8, 2009, and shall be reviewed in 2010.