



# THE UNIVERSITY OF WINNIPEG

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**POLICY TITLE:** University Records Policy

**EFFECTIVE DATE:** September 12, 2017

**APPROVAL BODY:** University Administration

## **POLICY PURPOSE**

The purpose of the University Records Policy is to ensure, as far as is reasonable and practicable, the following:

- the effective Retention and destruction of University Records;
- compliance with applicable legislation, agreements, and University policy; and
- the routine transfer of select University Records to the University Archives.

## **LEGAL AUTHORITY**

The Freedom of Information and Protection of Privacy Act C.C.S.M. c. F175

The Personal Health Information Act C.C.S.M. c. P33.5

## **APPLICABILITY**

This Policy applies to all University Employees.

## **RESPONSIBILITY**

The Provost and Vice-President, Academic, on behalf of University Administration, is responsible for the development, administration, and review of this Policy.



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## KEY DEFINITIONS

The following definitions apply to terms as they are used in this Policy:

- **“Department”** means: a University faculty, department, office, centre, or other unit.
- **“Employee”** means: University faculty, staff, contractors, and volunteers.
- **“Retain” or “Retention”** means: the maintenance of University Records within the secure custody of a Department.
- **“Retention Period”** means: the length of time a University Record shall be Retained, taking into account administrative, operational, contractual, and legal requirements.
- **“University Record”** means: recorded information, in the custody or under the control of the University, regardless of physical form or characteristics, and on any storage medium, created, received, or maintained to support and provide evidence of the University’s administrative or operational functions, but not including personal teaching materials or research information of an Employee.
- **“University Records Retention Schedule”** means: a document that sets out the Retention Period of a University Record and whether, upon expiration of the Retention Period, the University Record is to be destroyed or transferred to the University Archives.



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## **POLICY ELEMENTS**

An orderly process to govern the Retention and destruction of University Records is critical to manage the recorded information within the custody or under the control of the University. The creation of University Records Retention Schedules is essential to ensure University Records are retained in compliance with legal and contractual obligations of the University, as well as University policy, to promote good governance and accountability, and to preserve the history and institutional memory of the University through the routine transfer of select University Records to the University Archives. The efficient Retention and destruction of University Records also creates organizational efficiencies and reduces the risk and potential impact of privacy breaches.

All University Records are the property of the University. University Records listed on an approved University Records Retention Schedule shall be retained, destroyed, and transferred to the University Archives in accordance with that Schedule. Upon expiration of the Retention Period of a University Record, the affected University Record shall be destroyed or transferred to the University Archives as soon as practicable, exceptional circumstances notwithstanding.

No person shall deal with University Records except in accordance with law and the provisions of this Policy. Failure to comply may result in penalties or disciplinary action up to, and including, removal from position or office, termination of contract, employment, or association, or commencement of legal action as may be applicable.

## **ASSOCIATED PROCEDURES**

- University Records Procedures



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## RELATED POLICIES

- University Archives Policy
- Privacy Policy

## RELEVANT DATES

***Originally Issued:*** September 12, 2017

***Revised:*** not applicable

***Effective:*** September 12, 2017

***Scheduled Review:*** Fall 2022