

# Columbia College Record Management Procedure

<b>NOTE:</b> <b>Must; Shall; Will:</b> <b>Should:</b> <b>May or Could; Can:</b>	<b>Clarification of Terms</b> These words or phrases indicate actions or activities that are <i>essential</i> or <i>mandatory</i> . This word implies that it is highly desirable to perform certain actions or activities, but not essential or mandatory. These words imply freedom or liberty to follow an alternative to the action or activity being presented in a document.
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## PURPOSE

The purpose of this document is to describe the record management procedures at Columbia College. These procedures provide guidance to ensure that required records (invoices, student files, receipts, planning documents, etc.) critical to the functioning of Columbia College activities are managed in a controlled fashion to ensure the following are met:

- Records are properly maintained and accessible to appropriate personnel, regulatory authorities, customers and other appropriate interested parties in accordance to the College's privacy policy
- Records are retained for applicable time periods
- Records are properly destroyed when applicable retention periods are reached

## SCOPE

These procedures will apply to all Columbia College activities that require records to be generated and maintained. These records document the actions of Columbia College for operational and legal requirements.

## RESPONSIBILITY

Each department manager or designate act as the records management coordinator for their area of responsibility. This involves the developing of a list of their department's required records; conducting periodic assessments to assure the proper retention of records, and maintaining all pertinent Columbia College statistics.

Department managers of each area will determine the records that are necessary to record the critical functions of their department. Managers will also determine where the records are to be stored and how long they are to be stored. Careful consideration should be given to the method of storage to encompass ease of access, changes in technology, safe from fire and theft, potential harm and space. Managers shall determine how long the documents shall be kept, considering all ISO, environmental, legal and in-house regulations.

All employees are responsible for compliance with these procedures with respect to Columbia College records.

## **IDENTIFICATION OF RECORDS**

Records are identified by each department manager and are maintained based on legal, regulatory, and business requirements. The Records Master List identifies at a minimum, the:

- Record description
- Storage location
- Assigned owner of the record
- Minimum record retention time as required by regulations (Gov't., Professional body, etc.), company policy, or business need.

## **RECORDS FILING AND ACCESSIBILITY**

Records are to be legible, identifiable and traceable to the activity, product or service involved. Records are stored in identified secured locations and maintained so that they are readily retrievable (even with technology changes), protected against damage, deterioration or loss.

## **RECORDS RETENTION**

Records beyond their retention date are reviewed periodically for retention or destruction. The acting Records Management Coordinator or their designate along with each department manager coordinates and develops a record retention schedule.

## **RECORD DESTRUCTION**

Records that are deemed to have achieved their retention period are destroyed in a secure and responsible manner.