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## Records and Information Management (RIM)

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Policy Number:	5306
Key Process Area:	Operational Excellence
Owner:	VP FA
Current Approved Date:	April 2, 2020

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### POLICY STATEMENT

New Brunswick Community College (NBCC) is committed to effective and efficient management and protection of recorded information, regardless of format.

### PURPOSE

Recorded information is used by NBCC to establish policies and frameworks; develop curriculum, teaching and learning materials; review and design programs; perform research; deliver services; and foster informed decision-making. It is managed in a manner that permits information to be shared within and across divisions to the greatest extent possible while respecting security and privacy requirements. The management of recorded information may involve the effective use of technology.

This policy is subject to the provisions of the *Archives Act*, *Public Records Act*, *Electronic Transaction Act* and other applicable laws.

### SCOPE AND LIMITATIONS

This policy applies to all recorded information captured by NBCC staff and contractors in performing NBCC activities.

## 1.0 DEFINITIONS

### Record

- recorded information captured (i.e. created or received) while doing NBCC business and maintained as evidence of its operations.

### Record and Recorded Information

- correspondence, memoranda, forms and other papers and books; maps, plans and charts; photographs, prints and drawings; motion picture films, video tapes; sound recordings, magnetic tapes, optical disks, microfilm and electronic images, email, electronic and all other machine readable records, data, information derived from records in electronic and machine-readable form; and all other documentary materials regardless of physical form or characteristics.

## 2.0 IMPLEMENTATION

### 2.1 Lifecycle

- 2.1.1 The information management classification provides a logical, systematic arrangement of information.
- 2.1.2 The information security classification provides classification, labelling and handling to protect information at rest, in transit and being processed.

- 2.1.3 Retention schedules define the lifecycle of recorded information from capture to final disposition.
- 2.1.4 Redundant, obsolete, and temporary information will be destroyed in a timely and secure manner when no longer required without an approved retention schedule.
- 2.1.5 The Legal Hold process outlines requirements for all staff to cease destruction and preserve recorded information.
- 2.1.6 Recorded information is protected against loss, and unauthorized access, use, alteration, destruction, disclosure, or alienation.
- 2.1.7 The official format of recorded information may change during its lifecycle, but it must be documented in the retention schedule and follow RIM standards in order to become the official, authoritative record of NBCC.

## 2.2 Compliance

Compliance with the policy is the responsibility of all NBCC staff and associated contractors in accordance with New Brunswick legislation. Business owners and system owners are responsible for compliance which is validated through the RIM program.

## 2.3 Signing Authority

The President and CEO or designate approves NBCC's retention schedule prior to submission to the Provincial Archivist for final approval. The secure destruction of recorded information must be in accordance with an approved retention schedule and requires the manager's signature.

## 3.0 OTHER RELATED DOCUMENTS

Folder and Document Naming Conventions (5306.4737)  
NBCC Information Security Data Classification Guidelines (5306.5278)  
Enterprise Classification Plan (ECP) for Information Management (5306.5097)  
Legal Hold Flowchart (5306.5104)  
Record Destruction Form (5306.5116)  
Records Transfer List Form (5306.5117)  
Risk Assessment of RIM Storage Areas (5306.5118)  
Metadata Standard (5306.5130)  
Retention Schedule Development Flowchart (5306.5330)  
Student Records (1303)  
Privacy and Access to Information (4139)  
Information Security Management System Policy (2808)  
Right to Information and Protection of Personal Information (RTIPPA)  
Personal Health Information Privacy and Access Act (PHIPAA)  
Personal Information Protection and Electronic Documents Act (PIPEDA)  
Federal Archives Act  
Public Records Act  
Electronic Transactions Act