The policy of the Board of Governors is to establish a records management practice to effectively manage the lifecycle of all of SAIT’s recorded information and records, from their creation or receipt, regardless of format, for the lifecycle of the record.

**PROCEDURE**

**DEFINITIONS**

**Classification scheme**

A system of organizing records based on function and subject. Designed to support ease of retrieval, storage, access and disposition through consistency in description and control. Classification and retention work together to provide a complete summary of the records, what they are, where they are being held and how long to be retained.

**Disposition**

The final administrative action taken with regards to a record, including its destruction, transfer to another entity or permanent preservation.

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**GOVERNING PRINCIPLES**

1. The Classification Scheme and the Records Retention and Disposition Schedule (the “Retention Schedule”) is a living document (located on SAITNow) that must be maintained and updated to reflect changes in SAIT’s operational, fiscal, policy and regulatory requirements.

2. The Records Management Services unit, Finance Department, is responsible for all aspects of records management, including managing and maintaining the Retention Schedule, and designing, implementing and providing training on records management programs and operations.

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3. Linking classification, retention and security, the Retention Schedule allows for a consistent disposition process in relation to the destruction and/or non-destruction of records.

PROCEDURE

A. Authority and Responsibility

1. Records Management Services will review the schedule at least twice each year, or more often as required. The review will identify any minor or major amendments requiring implementation.

2. Amendments to the schedule go into effect on the approval date. Records created following an amendment approval must use the new classification numbers and retention periods. Records that fall under the prior schedule will fall under the authority of the amended schedule unless specifically identified otherwise.

3. Each approved change is assigned a version number. Approved major changes will be assigned a new version number. Minor changes will be assigned a new sequential number with the original version (for example, Version 1.1 is a minor version of Version 1, whereas Version 2 means that a substantial change that alters the context has been approved).

4. Records Management Services is responsible for permanently preserving a master set (paper or electronic format) of SAIT's approved retention schedules.

5. Employees are responsible for regularly checking the Retention Schedule to ensure they are aware of changes and amendments to that schedule.

B. Amendments to Existing Retention and Disposition Schedule

1. The submission of a request to Records Management Services, whether it is a new schedule proposal or an amendment to the existing schedule, starts the review process.

2. When an amendment of an existing schedule is proposed, Records Management Services will review the existing schedule in the context of the entire program, service or function in question, to determine if a new schedule is warranted or if the series or item can be amended.

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3. There are two types of schedule amendments: major amendments and minor amendments.

   a) The Contracts and Legal Services unit, Finance Department, reviews major amendments and recommends for approval to the associate vice president, finance.

   b) Records Management Services reviews, approves and applies minor amendments to the schedule.

C. Creation of a New Records Retention Schedule

1. If a new retention schedule needs to be created for operational or regulatory compliance, the process includes:

   a) Determination of retention periods, trigger events and final disposition;

   b) Information collection and identifying record series;

   c) Organizing and documenting record series including any FOIP Act references; and

   d) Review and recommendation of approval by the Contracts and Legal Services unit to the associate vice president, finance.

POLICY/PROCEDURE REFERENCE

AD.3.2 Records Management policy
AD.3.2.1 Records Management procedure
AD.3.2.2 Transitory Records procedure

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