

Section:	Administration (AD)
Subject:	Records Management
Legislation:	<i>Alberta Evidence Act (RSA 2000 cA-18); Copyright Act, R.S.C., 1985, c.C-42; Electronic Transactions Act (SA 2001 cE-5.5); Financial Administration Act (RSA 2000 cF-12); Freedom of Information and Protection of Privacy Act (RSA 2000 cF-25); Government Emergency Management Regulation (AR 248/2007); Health Information Act (RSA 2000 cH-5); Historical Resources Act (RSA 2000 cH-9); Personal Information Protection Act (SA 2003 cP-6.5); Public Service Act (RSA 2000 cP-42); Records Management Regulation (AR 224/2001); Trade-marks Act, R.S.C.1985, c.T-13.</i>
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**APPROVED:** \_\_\_\_\_  
**Chair, on behalf of SAIT's Board of Governors**

## POLICY

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.

### DEFINITIONS

<b>Authenticity</b>	The validity, relevancy and currency of the record.
<b>Disposition</b>	The final administrative action taken with regards to a record, including its destruction, transfer to another entity, or permanent preservation.
<b>Integrity</b>	The accuracy and consistency of the record over its entire lifecycle.
<b>Lifecycle</b>	Distinct phases of a record's existence, from creation to final disposition.

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**Record**

Information created, received, and maintained as evidence and information by an organization or person, in pursuance of legal obligations or in the transaction of business. A record may be in any form. This includes notes, images, audio-visual recordings, x-rays, books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produces records.

**Retention and Disposition Schedule**

A legal instrument that describes the records under the control of a public body, and that specifies how long and where the records must be kept as they progress through the phases of their life cycles, the format in which the records must be stored, and what their final disposition will be (destruction or archival preservation) at the end of their life cycles.

**GOVERNING PRINCIPLES**

1. SAIT is the owner of all recorded information related to the institution, and all of its organizational units.
2. The establishment of a records management practice will be achieved by the ongoing development of record retention and disposition schedules for all records related to the operation of the institute, along with defining responsibilities and accountabilities for sound administration and practice to ensure the integrity, transparency, authenticity and usability of all SAIT records.
3. SAIT will manage its records in accordance with Alberta's *Freedom of Information and Protection of Privacy Act* and other applicable legislation, regulations, policies and procedures, in order to meet operational, legislated, financial and historical requirements.

**POLICY/PROCEDURE REFERENCE**

- AD.3.2.1 Records Management procedure
- AD.3.2.2 Transitory Records procedure
- AD.3.2.3 Retention and Disposition Schedule procedure

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