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teaching mate

**University Administrative Record** refers to information created or received that supports the function of administrative matters of the university, regardless of format.

**University Records Committee** refers to the committee established pursuant to section E. of this policy.

**D. Policy**

1. University administrative records are an asset of the University and shall be created, used, accessed, retained, preserved and dispositioned in accordance with:
  - a. this policy and related protocols, procedures and guidelines;
  - b. classification, retention and disposition schedules approved by the University Records Committee;
  - c. any legal or regulatory requirements applicable to the program or activity to which the records relate; and
  - d. any requirements set out in other University policies, protocols, procedures or guidelines pertaining to University administrative records.
2. The responsibility and accountability for the creation, security, maintenance and dispositioning of University administrative records is the responsibility of the originating department or unit.

## **F. Related responsibilities**

- a. The University Records Committee is responsible for:
  - i. Approving and reviewing classification, retention and disposition schedules;
  - ii. Reviewing protocols, procedures and guidelines to support compliance with this policy;
  - iii. Reviewing this policy every three years and recommending any changes; and
  - iv. Meeting at least once annually to discuss issues and trends relevant to the administration of this policy.
- b. The Associate Dean Archives, Records Management & Special Collections is responsible for authorizing all record dispositions prior to final disposition and reporting to the URC a summary of reviewed record dispositions and records selected for archival appraisal.
- c. The Information Technology Services unit is responsible for the integrity, reliability and security of the IT systems holding University administrative records.
- d. The University Records Manager is responsible for:
  - i. The creation of all records management protocols, procedures, guidelines, tools and training;
  - ii. Providing records management advice and guidance to the University;
  - iii. Reporting annually, at a minimum, to the University Records Committee regarding the implementation of the policy, its related procedures, protocols and guidelines, as well as the programs' overall progress and effectiveness.
- e. Archivists are responsible for reviewing all record dispositions prior to final review and authorization by the Associate Dean Archives, Records Management & Special Collections,