

Policy XI Records Management

Records Management

- 11.1** This Union Records Management Policy requires that the Union maintain its records in electronic and physical formats that will:
- a. ensure the records' preservation and security,
 - b. permit efficient access and retrieval,
 - c. ensure the proper publication of all important Union documents,
 - d. ensure the proper disposal of records.

General

- 11.2** Records control standards and procedures ensure that Union records are managed with due regard for security, integrity and efficiency. They provide the administrative tools to:
- a. identify what records an office has (file lists),
 - b. facilitate access to records (finding aids),
 - c. assess the value of existing records (file purging),
 - d. ensure the security of records (access authorization),
 - e. ensure Union records such as official meeting records are collected, maintained and distributed in a proper manner (Management Standards).

Responsibility for the Application of the Policy

- 11.3** The ultimate responsibility for the application of this policy shall be vested with the President. However, it shall be the responsibility of each official of the Union, whether they are named specifically in this policy or not, to conform to the practices outlined.

Destruction, Storage and Classification of Confidential Records

- 11.4** Confidential records must be stored in a secure and confidential manner. Union officials must maintain the confidentiality of confidential records (as defined in 11.5) to which they have access. Confidential records cannot be published.

11.04.01 It is the responsibility of the Vice President Communications to redact confidential records/information from any documents prior to the publication under policy IX.

11.04.02 Any physical copies of confidential records that are no longer required in physical form shall be digitized and subsequently shredded on campus, or by a contract shredding company.

- 11.5** The following records are considered confidential and should be stored, maintained and disposed of in a secure manner:
- a. All documents classified confidential by the University.
 - b. All academic appeals and related materials.
 - c. All materials classified confidential by the Executive Committee, the Students' Representative Council and/or Committees of the SRC.
 - d. All personnel records of any Union employee.
 - e. Any internal records pertaining to a specific student's concerns including but not limited to correspondence, and interview notes, that were obtained under the premise of confidentiality are confidential. If records are not collected under the premise of confidentiality, or they are regarding general concerns from a body of students, they are not confidential.
 - f. All records pertaining to the Union's health, drug and dental plans.
 - g. All records of a legal nature including all correspondence with legal counsel and/or other legal entities that the Union engaged in communication with.
 - h. The lists of student names, student numbers and other information provided by the University for the purposes of Union elections, by-elections and referenda.
 - i. All emails referring to or containing any confidential information (see 15.5 a-h) are confidential records. All other emails are not confidential.

E-mail Management

- 11.6** E-mail that is required for ongoing legal, fiscal, audit, administrative, or operational purposes must be transferred to a suitable storage medium, classified, and retained and/or disposed of according to normal records management practices.
- 11.7** E-mail that does not meet the aforementioned criteria may be disposed of when no longer required.

Records of the Students' Representative Council & Annual General Meetings

- 11.8** The Recording Secretary shall maintain permanent electronic records of the agendas, minutes, reports, audio recordings, transcripts and supporting documents from any SRC meetings, including but not limited to SAGMs, SGMs and AGMs.
- 11.9** All approved minutes of SRC meetings including but not limited to SAGMs, SGMs and AGMs must be ratified with a majority vote (50%+1) in council at the beginning of the subsequent council meeting. If any SRC member

believes there to be an error in the minutes, council will have the meeting's audio recording transcribed and use it to update the minutes.

- 11.10 Once minutes are approved, they must be stored on a secure server or hard drive that will contain all records of the current SRC session. At the end of each SRC session all records will be archived on a secure server or hard drive.
- 11.11 The Recording Secretary shall redact confidential material, as defined in 11.05, from minutes prior to publication as outlined in policy IX.
- 11.12 All SRC meetings shall be audio recorded. These recordings may be used by the Recording Secretary when preparing meeting minutes, and by the SRC to clarify discrepancies during ratification under 11.10.

Constitution, By-Laws and Policies

- 11.13 The Constitution, By-Laws and Policies are the governing rules of this organization. It is therefore vital that these records are stored and maintained properly. It shall be the responsibility of the Vice President Communications to ensure that both electronic and paper copies of the Constitution, By-Laws and Policies are maintained and updated after each adopted amendment.
- 11.14 The electronic and paper copies of the Constitution, By-Laws and Policies shall be stored in the offices of the General Manager, Vice President Communications and President, as well as at the Hub.
- 11.15 After each change to the Constitution, By-Laws and Policies the Vice President Communications shall publish updated electronic copies of the Constitution, By-Laws and Policies according to Policy IX.

Access to Records

- 11.16 Any member of the Union shall have timely access to any record they request with the exception of confidential records defined under this policy.
- 11.17 All requests for records must be made in writing to the President. The President shall inform the SRC of any requests for records they have received at the subsequent SRC meeting.
- 11.18 Any requests made under *The Access to Information Act* shall be coordinated by the Executive Committee. The Executive committee shall inform the SRC of any requests under *The Access to Information Act* at the subsequent SRC meeting.
- 11.19 All members of the Executive Committee shall have access to all records of the Union including confidential records with the following exceptions:
 - a. *Health, Drug and Dental Plan Records*: which shall be restricted to the President, Health Plan Coordinator, General Manager, and Chief Financial Officer.
 - b. *Academic Complaints, Appeals and Related University Procedural Records*: Which shall be restricted to the President, Vice President

Academic Affairs and those members of the SRC serving on committees dealing with said academic or procedural matter.

- c. *Personal Employee Records*: Which shall be restricted to the President, Executive Vice President, General Manager, Chief Financial Officer, Bookkeeper/Accountant and the responsible Manager/Supervisor.

11.22 All SRC members shall have access to any confidential records pertaining to motions before the SRC, their role on committees, or to supporting their constituents.

Security

11.20 All records defined in this policy are property of the Union. Confidential records shall not be released to any person/organization outside the Union, for any purpose, except for review by legal counsel. It is the responsibility of all members of the SRC and employees of the Union to ensure that confidential records are maintained in a secure manner and location. Therefore, all members of the SRC and employees who have offices are responsible for the security of those offices. Their records should be maintained in a proper filing system and confidential records should never be left in plain sight. All Union offices should be locked when empty and no unauthorized persons should ever have access to confidential Union records.