



## Why don't we just keep everything?

### **“Storage is cheap”**

Reliable storage and backup systems are not actually very cheap, and inexpensive removable media and storage devices degrade quickly, so their contents may be lost within a few years.

Managing storage and maintaining the accessibility of records over time is expensive: it requires an infrastructure of people, processes, and hardware & software resources. To control costs and maintain efficiency in our work, we want to keep only the information that is truly required.

### **Over-retention creates risks**

There is a risk that accidental and malicious breaches of information may happen over time despite awareness, education, and preventive security measures. The more information there is stored, the greater the risk of harm.

### **Privacy principle: Limiting Retention**

Personal information should be retained for only as long as it is required. The university keeps certain personal information of students and faculty permanently, for administrative, legal and historical purposes, but this is only a small percentage of all records created.

### **The right to be forgotten**

Individuals have the right to have certain information destroyed when a matter is no longer relevant. We observe this through the ultimate destruction of appeals and grievance files, and discipline records.

## What is appraisal?

Appraisal is the process of determining the length of time records should be retained, based on legal requirements and on their current and potential usefulness. We make appraisal decisions in the context of the whole university rather than on a department-by-department basis. In the Directory of Records we list three types of retention/disposition rationales: legal, administrative, and archival. In this way we seek to be transparent about our appraisal decisions.

### **When do we appraise?**

By embedding appraisal decisions in the Directory of Records, we hope to avoid making them on an *ad-hoc* or retrospective basis. Decisions about retention periods and disposition (disposition means either destruction or transfer to the University Archives) are made in consultation with the units responsible for the records.



## Appraisal principles/criteria

The following are principles and criteria that the Archives applies during the appraisal process.

Administrative value: records that enable the university to carry out its functions and enable continuity of service to students. See [What records do I need to keep?](#)

Accountability: the university's obligations to students, faculty members, staff, its community, the public, and government to be accountable for its actions and decisions.

Institutional memory: records that provide evidence of the culture, activities, and changing nature of the university and its academic programs over time.

## Contacts

University Archives website <http://www.uvic.ca/library/locations/home/archives/index.php>

Records Management Program website <https://www.uvic.ca/recordsmanagement/>

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