

Records Management

In your role at UVic, you must keep records that need to be retained, ensure that records are stored securely and for the appropriate length of time, and follow the disposition process for records that do not need to be retained.

The [Directory of Records \(DOR\)](#) can help you to manage records appropriately by:

- Describing the records
- Identifying the primary office
- Establishing the retention rule for the records

University Archives recommends that for administrative efficiency, you manage records by folders, not by individual files or records. It can be helpful to conduct an annual records clean-up.

Question 1: Does the University need to keep the records?

Some records need to be saved permanently, some for a number of years, and some for a very short period of time. Records which are only needed for a very short period of time are *transitory* records or records of temporary usefulness. If a record is transitory, it can be deleted immediately without approval.

When deciding what records to keep, you can start by asking yourself three questions. If you say yes to any of these questions, keep the records!

1. *Does this discussion or decision need to be recorded for future reference?*
2. *Will I need this to show what actions I took and what advice or services I provided?*
3. *Will others need a record of my activity to provide a service or complete their work?*

Keep	Delete
Final reports or recommendations.	Drafts or revisions where a final copy is produced later.
Policy changes or developments (including important drafts).	FYI messages.
Records integral to understanding a staff/student or personnel relationship, issue, or agreement.	Communications that have been logged elsewhere, including a spreadsheet or calendar.
Directive or approval of a particular course of action.	Carbon copies (Cc) where you are not the primary UVic recipient.
Material circulated for formal approval.	Rough notes, calculations, or other working materials.
Meeting agendas and minutes.	
Work assignments or schedules.	

Question 2: Where should we keep the records?

Remember you must store records so that they are secure. Do this by storing physical records under lock-and-key or by storing digital records on a UVic managed system. UVic offers two recommended file storage options for university records: [Departmental file storage and Connect \(Sharepoint\)](#). To find out more about keeping records secure, check out the [Information Security tip sheet](#).

Question 3: How long should we keep the records?

Every classification in the Directory of Records has a retention rule (you should try to organize your records according to these classifications so that it is easier to apply the retention rule). Retention rules define how long the records must be saved. These rules can be different for primary and secondary offices (a primary office has the official copy of the record). After this period, you must follow the disposition process.

Question 4: How do we follow the disposition process?

When there is a retention rule in place and yours is the primary office, you must get approval before disposing of records. You can do this by filling out the [appropriate form](#) and submitting it to [University Archives](#) for approval. The University requires you to get approval so that we can demonstrate to individuals and any auditing that university records were disposed of according to the retention rules.

If yours is a secondary office, you must still follow the retention rule, but no approval is required to destroy the records.

To dispose of records make sure to permanently delete digital records or securely destroy physical records:

Digital Records – Permanent Deletion	Physical Records – Secure Destruction
Deleting the item is sufficient for UVic managed repositories (e.g., Departmental file storage , Connect (Sharepoint) , and UVic Email).	Onsite shredding for highly-confidential records.
Deleting the item and emptying the Recycling Bin is sufficient for devices encrypted with whole disk encryption.	Onsite or offsite shredding for confidential or internal records.

For more information view the [Guidelines for the Secure Destruction and Deletion of University Records and Information](#).

If you have questions about retaining and disposing of records, contact rmhelp@uvic.ca or visit the [Records Management website](#).



The Records Management Tip Sheet is licensed under a [CC-BY-NC-SA 4.0 International Licence](#).
June 2018 | Developed by the University of Victoria