



4. All college records have a reasonable retention period based on the legal or logical requirement for retention.
5. All college records will be trustworthy, usable over time, retained and disposed of according to approved timetables, and managed as a consistent whole, regardless of location when they relate to the same subject or are part of the same business process.
6. The College, through its records management process, will ensure that employees have the training, resources, and materials they need to create and maintain records, in all media, that are trustworthy, usable, retained and disposed of according to approved schedules, and are managed as a consistent whole.
7. All retention and disposal schedules that cite provincial or federal legislation as part of their retention rationale will be submitted for legal review to ensure that the schedules meet legislative requirements.

1. **Title Active records:** are records in constant use that need to be retained in the office close to users.

2. **Archival records:**

documents, digital images of paper or microfilm stored in a records and document management system, databases and web sites.

7. **Personal information:** means recorded information about an identifiable individual. Personal information includes: home address, home telephone number, race, nationality, origin, colour, political or religious beliefs, age, sex, sexual orientation, marital or family status, and any identifying number or symbol assigned to an individual. It also includes an employment. Personal information also includes images about individuals.
8. **Personal information bank:** is a collection of personal information that is organized or retrievable by the name of an individual or by an identifying number, symbol or other particular assigned to an individual.
9. **Primary record:** is the official copy of the record and is generally stored in a secure place



The Director of Information Technology Services has the authority and responsibility to ensure that the record management program is implemented, and to monitor employee compliance with this policy. The Director will periodically edit the index, a dynamic document, to ensure it is current and will maintain appropriate on-going training practice.

BC Employment Standards Act

BC Financial Information Act

BC Freedom of Information and Protection of Privacy Act

BC Limitation Act

BC Personal Information Protection Act

Canada Employment Insurance Act

Canada Income Tax Act

Canada Pension Plan Act

Canada Personal Information Protection and Electronic Documents Act

Canadian Union of Public Employees, Local 2081

Camosun Faculty Association Collective Agreement

BCGEU Local 701