

King's University College

Records and Archive Management Policy

Date: November 2015

1. Scope and Purpose

This policy applies to all records and archival material of King's University College. The purpose of this policy is to establish the framework needed for effective records management and archival control at King's University College. King's has a substantial amount of records relating to teaching, administration, finances, staff, students and other activities. Therefore it is necessary to set standards for classifying, managing and storing the records of the College. A good quality records management system enables the College to account for its decisions and actions, and ensures the collective memory of King's University College is preserved.

2. Roles and Responsibilities of Record Keeping

Vice-Principal, Enrolment Services and Strategic Partnerships

The overall responsibility for King's University College Record Retention and Privacy rests with this role.

Managers

Management-level staff are responsible for implementing and maintaining proper record keeping standards within their departments. Managers must ensure they are following the guidelines set out in the Records Retention Schedule and King's University College Records Centre Guide.

Staff

It is the responsibility of all College staff to follow the record keeping procedures set out by their departments as outlined in the Records Retention Schedule. Employees need to be aware of protecting the confidentiality and security of King's University College's records and preventing unauthorized disclosure to third parties (i.e., persons both inside and outside King's College University). All staff must observe the privacy, security and confidentiality set out on King's [Privacy webpage](#).

3. Control of Records and Archives

Transfer, Access and Security

Official records are accepted for storage in the Records Centre in accordance with the approved retention and disposal schedules of King's University College, or in response to ad hoc requests for assistance. Responsibility for the transfer of records to the Records Centre rests with the department in which the records are created. Once the records are transferred, the Library becomes responsible for their custody and control. Records transferred to the Records Centre remain the property of the transferring administrative unit. Once in storage, authorized staff of the unit may retrieve records when they are needed. Each Budget Unit Head designates persons to access their unit's records. No other access is permitted without prior approval from the transferring unit's Budget Unit Head.

Archival material is accepted in accordance with the [Eaton Special Collections Room Collection Policy](#) and [Gifts Collection Policy](#) of the Cardinal Carter Library. Permission to access archival material must be sought from a Librarian in the Cardinal Carter Library. Material retrieved from the archives is done so by the Information Resources Assistant (Cataloguing, Archives and Records Management) or a Librarian. Persons consulting archival material must carry out their research under the supervision of full-time staff and in a designated area.

Storage

All records are stored in the Records Centre located in the basement of the Cardinal Carter Library. Most [archival material](#) is housed in a special section of the Records Centre, with some material housed in the Eaton Special Collections Room. Records and archives are to be stored in conditions that are clean and secure, with a low risk of damage from water, fire, dampness, mould, insects and rodents. The storage area should be well ventilated and ideally maintained at a stable temperature and humidity. The material should be stored on raised shelving in labeled, chemically inert storage boxes and kept away from sources of light and heat.

4. Disposal and Destruction of Records

The records and archives are the property of the College. The disposal and destruction of records is based on the approved retention and disposal schedules for each unit's department. All disposal and destruction of material is the sole responsibility of the transferring unit and not of the Library. The unit will arrange for the transfer of material from the Records Centre to their department and will follow proper College procedures for the disposal and destruction of the material.

Acknowledgement:

[Records and Archive Management Policy](#), Australian Catholic University