

ROYAL ROADS UNIVERSITY

BOARD POLICY

Title: **Records Management Policy**

Policy #: **D 1120**

Effective Date: **November 15, 2005**

Board Policy Statement

Royal Roads University will promote efficiency, economy and effectiveness in the creation, classification, maintenance, storage, retrieval and disposition of its records in all formats, in accordance with standards and procedures established by the President.

Philosophy

All records created or received by University employees in the course of their duties, including teaching materials and research information created by way of contract, are the property of the University and are subject to its control. It is the University's responsibility to manage such records responsibly.

President's Responsibilities

The President will ensure that standards, procedures, personnel and processes are in place to effect this policy.

Information, Action and Monitoring Requirements for the Board

The President will report annually on progress towards the policy objectives.

RELATED DOCUMENTS:

Records Management Operating Procedures

FACT SHEET

DATES:

21.11.05 Board Approval
21.11.05 Implementation
21.11.08 Review Due (*approval date + three years*)

SOURCE:

Date Approval by Board Motion November 15, 2005