

Title	Records Management		
Classification	Board	Oversight & Responsibility	Office of the VP & CFO
Category	Information Management & Technology	Effective Date	2005 Nov 15
Approval	Board	Policy No	1029

This policy is applied in a manner consistent with applicable statutory and legal obligations, including university collective agreements and terms of employment.

NOTE: The most up-to-date versions of our policies are posted on the policy & procedure website. If you've printed this policy, check the website to be sure you have the current version.

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 and Information

Related RRU procedures

- [Records Management Operation](#)

Review and Revision History

Date	Action
2005-Nov-15	Approved by the Board – current published version
2021-Oct-12	Transfer to new template – no content change
Next Review	
2008-Nov-15	For review