

Royal Roads University Policy

Policy Number:

d1120

First implemented:

November 15, 2005

Approved By:

Board of Governors

Office of Oversight:

VP & CFO

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 Operation Procedures

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

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