

UVic Retirees Association - 2018 Annual General Meeting

Secretary's Report on Records Management and Archiving

During this past year, the board Secretary (Grant Hughes) and Office Manager (Lou Schmidt) have worked with UVic Archivist Dave Young on the development of a Records Management Policy for the UVRA.

The purpose of this policy is to:

- ensure that UVRA Records are created, used, disposed of and preserved in a systematic manner, compliant with relevant legislation;
- ensure that Access is provided to Records in compliance with the Personal Information Protection Act (PIPA)
- define authorities, responsibilities, and accountabilities for Records Management.

The Board of Directors has oversight on policies, procedures, strategies and guidelines needed to:

- establish and maintain a UVRA-wide framework to manage UVRA Records;
- meet the UVRA's business, legal and fiscal requirements; and
- ensure preservation of the UVRA's corporate memory through selecting Records for permanent retention.

The Secretary is responsible for:

- maintenance of the UVRA's Records Management program, including the UVRA Records classification, retention, and disposition plan;
- developing Records Management policy and procedures, and providing standards and guidelines to assist Units in the implementation of Records Management;
- providing Records Management training and advisory services to Units; and
- providing access to those UVRA Records selected for permanent retention.

The policy was approved at the May 2018 Board Meeting. The next step is to prepare a "procedures" document and then implement a formal Schedule of Records for the society's documents.

Respectfully submitted,

Grant Hughes