

# Dalhousie University Records Management

DPMG Nov 14<sup>th</sup>, 2018



**DALHOUSIE  
UNIVERSITY**

# Agenda

- Dalhousie University Records Management
- Records Management Policy
- Records Management Resources

# Dalhousie University Records Management

## **Records Management Program comprised of:**

- University Records Committee
- University Librarian - Champion
- University Archivist – Oversight approval of Dispositions
- University Records Manager
- Records Management Staff

# Dalhousie University Records Management

## **Records:**

Are valuable assets.

## **Format:**

A record is a record regardless of format.

## **University Records:**

Information that is created, received, and maintained that documents the business activities of the university.

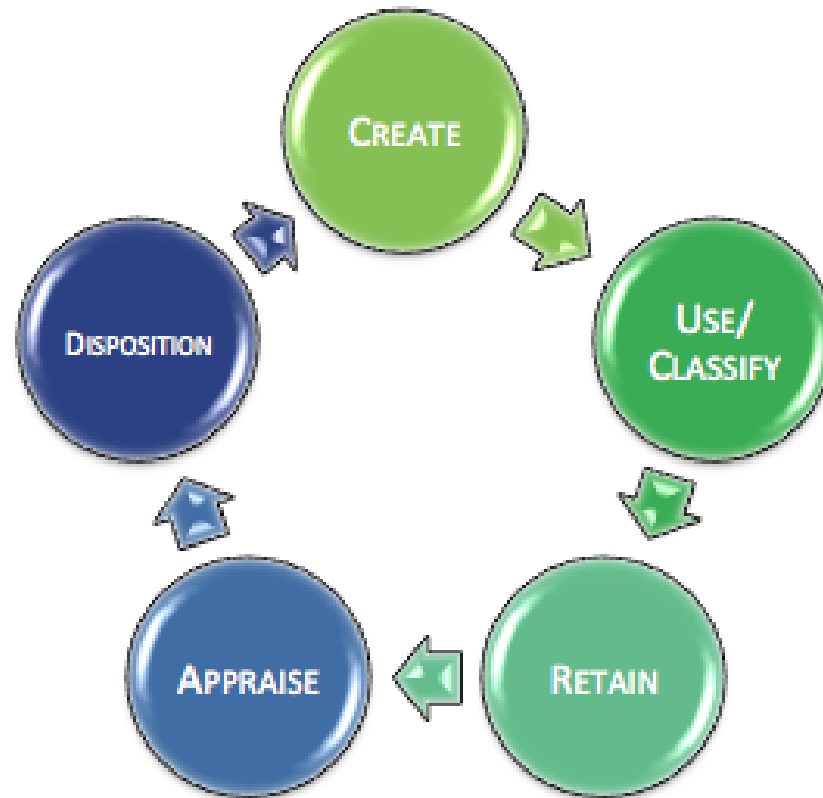
# Dalhousie University Records Management

**Records Management** is a systematic approach to properly dealing with records.

It considers business needs, legislation, regulatory and statutory requirements, risk, and other university policies when making decisions for keeping and/or disposing of records

# Dalhousie University Records Management

## Life cycle of a record



*aiim.org*

# Records Management Policy

## Policy Highlights

Governance for University-wide records management

- Applies to only University *Administrative* records
- *Excludes* Faculty individual teaching materials, scholarship and research and Personal non-University records
- *Shared* responsibility among the University
- Records designated for disposal are subject to review and selection by the University Archives for long-term preservation.

# Records Management Resources

## Website

- [Records Management Policy](#)
- [DalCLASS](#)
- Procedures, and tools
  - [Email Management](#) – NEW!!!
  - NAS set ups / clean ups
  - Naming conventions
  - Forms and more



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