Information and Records Management

The University of Guelph, in its commitment to providing access to information and to protecting the privacy of its staff and students, emphasizes the importance of proper information and records management to achieving these goals.

What is Records Management?

Records management is the broad term for the way that recorded information is collected, stored, accessed, used and disposed. Every step of a record’s life is managed and maintained under this framework.

Departments of the University have Record Management Policies [1] which outline their offices’ responsibilities for the collection, retention, and disposition of records depending on their function, usefulness, and sensitivity.

Note to Staff:

Download the Records Retention and Disposition Policy Template [2] to use as a guide to creating a records management policy for your unit.

Why is Records Management Important?

Access and privacy at the University of Guelph is legislated under the Freedom of Information and Protection of Privacy Act [3] (FIPPA), which gives individuals the right to request access to information in the custody or control of the University, and ensures that the University does not misuse an individual’s personal information in its custody or control as well.

In order to give access to a record, it has to be located and retrieved; in order to protect personal information, it has to be kept securely.

Records management is the practice of ensuring that the records are accessible and secure, and maintains compliance with applicable legislation, such as FIPPA.

Files Attached To This Page: [Retention and Disposition Policy template.doc] [2]

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