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COLLEGE

# Record Management Policy

## 2023 - 2025

**Approved by:** Academic/Quality Assurance Board

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VERSION: 002

## Introduction

1.1 Records management is the area of management accountable for the effective and methodical control of the formation, reception, safeguarding, usage, and dissemination of records and includes methods for collecting and maintaining proof of and knowledge about business activities and financial transactions.

1.2 Mont Rose College of Management and Sciences (the College) acknowledges that it is crucial to effectively manage its records in order to support all its key procedures and functions, to ensure legal and regulatory compliance, and to ensure that the overall organization is managed effectively and efficiently.

1.3 This policy outlines the methods through which these procedures can be carried out efficiently.

## 2. Definitions and Scope

2.1 For the purpose of this policy, **information** is a broad concept covering data linked to a particular theme that is collected or published, but this data is not necessarily the evidence of an event. A record, on the other hand, is information that provides an account and evidence of policies, actions, and decisions made by the College. These can be different formats that have been received through individual or organizational activity. Records act as the final statement or evidence outlining an event or a transaction and should not be altered, regardless of the number of times they are made use of, both for the purpose of a reference as well as to form a basis for the creation of new records. Documents for the purpose of this policy are defined as works in progress.

2.2 It is important to note here that while all records can be classified as information, not all information is recorded. Records are produced as soon as or immediately after a transaction or event pertaining to them takes place. Records outline the related participants, the context, the date of the event or occurrence, as well as their authors so as to ensure that they are reliable and valid.

The same applies to documents. Not all documents will become records, but all records are documents. Records can be of many forms, including but not limited to a card or a recording, both video and audio. Regardless of the format of the record and its method of collection, all records should be stored and maintained in a systematic format.

2.3 The records being discussed in this policy include any records that have been created, acquired or maintained by College employees to effectively carry out the College's corporate duties, be they electronic or hard copies. This includes any past and present records held by the College staff as well as any and all records kept by students. This includes data in personal email inboxes as well as other data held in corporate devices. Records acquired and formed in research are also included in this.

2.4 Records help the College's business procedures and are thus held on to in order to provide evidence of the College's financial transactions and corporate activities. Records are usually held on to for a certain amount of time. These records can be in both a hard copy or can be stored digitally.

2.5 A small part of the College's records are held on to by the College to become a part of its archives. The purpose behind this is historical research as well as a record of its business conduct.

### **3. Responsibilities**

3.1 As a company, the College is responsible for holding and maintaining its records in accordance with the relevant laws.

3.2 It is the responsibility of the College's Archivist and Record Managers to provide guidance for efficient and effective records management as well as ensure abidance by this policy so that timely and accurate acquisition of information is ensured.

3.3 The College's management is accountable for ensuring that this policy is complied with within their specific departments/schools.

3.4 Staff must make sure that all of the records that they hold responsibility for are correct and that they are acquired, kept, and discarded in compliance with the College's Records Retention Schedule.

### **4. Relationship with Existing Policies**

4.1 This policy is linked to the College's Records Retention Schedule and is contextually in accordance with the College's Data Protection Policy.

## 5. Guidance

5.1 Guidance on the subject matter can be sought from the College Archivist and Record Managers. This includes advice on:

- records formation;
- records organization (for filing purposes)
- retention periods for which records will be stored;
- storage of records;
- disposal of records;
- choice and organization of archival records;
- external codes of practice and pertinent regulation.

## 6. Record Retention Period

The record retention period for various departmental records and People responsible for are:

Financial Records	6 Years	Vice Principal
Student Academic Records	5 Years	Registrar
HR Records	6 Years	Human Resources Officer