



Medicine Hat College Procedure APPLYING THE RECORDS RETENTION AND DISPOSITION SCHEDULE

Procedure #: PR-GA-05-01
 Procedure Authority: Manager, Policy and Compliance
 Executive Sponsor: Vice-President, Administration and Finance
 Approved by: Vice-President, Administration and Finance
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1. PURPOSE

This procedure outlines the steps to identifying MHC records and applying the Records Retention and Disposition Schedule (The Schedule).

2. SUPPORTING

- GA-05 Records and Information Management (the **Policy**)

3. DEFINITIONS

All terms used throughout these procedures shall have the meaning ascribed to as such under the Policy.

4. PROCEDURE

ACTION	RESPONSIBILITY
Use the flowchart (Appendix A - Identifying MHC Records) to determine if the material in question is a MHC record or a non-record.	Employee
If you are managing a MHC record, use the Schedule (Appendix B – Records Retention and Disposition Schedule) to identify <ul style="list-style-type: none"> i. the record series to which it belongs, ii. the record custodian responsible for keeping the master copies of those records, and iii. the retention and disposition requirements for the series. If you have a non-record, apply ADM-14 retention rule on page ten of the Schedule.	Employee
Browse the Schedule by keyword or by function . Keyword: to target your search to specific keywords such as department (e.g. Enrolment Services), subject (e.g.	Employee

<p>donations), or record type (e.g. meeting minutes), use “CTL + F” and type your keyword into the search box.</p> <p>Check all of the results that are returned to ensure that you are applying the correct rule.</p>	
<p>Function: begin with the college function to which the record in question pertains (i.e. why it was created?) to find the appropriate rule. There are eleven functions to choose from:</p> <ul style="list-style-type: none"> ADM – Administration CAM – Campus Operations FCT – Facilities and Property FIN – Financial Management GOV – Governance HRS – Human Resources INF – Information Management and Technology LGL – Legal MKT – Marketing and Community Relations STS – Students TEA – Teaching <p>All MHC records are created to support one of these broad business functions. You can find descriptions of the functions on pages four and five of the Schedule.</p> <p>If it is not immediately evident which function the record supports, begin by checking Administration (ADM). This function covers activities that are common to most departments.</p>	Employee
<p>Read through the series titles under the function you have selected. These categories represent the activities that produce records.</p> <p>For more detail about the types of records that are included in each series, see the series descriptions and examples.</p>	Employee
<p>Determine which office is the record custodian. If your department is the custodian, follow the retention and disposition requirements. If another department is the custodian, destroy or return your copies once they are no longer useful.</p> <p>Duplicates must never be retained for longer than the official retention period.</p>	Employee
<p>If your office is the record custodian of a series, decide which format (paper or electronic) is the master to be retained for the duration of the retention period. All other copies are considered duplicates.</p>	Supervisors

Classify and store the record following your office's guidelines.	Employee
Follow the disposition directions provided by the Schedule once the retention period has expired.	Employee

5. ADDITIONAL INFORMATION

GA-05-01: Appendix A – Identifying MHC Records

GA-05-01: Appendix B – Records Retention and Disposition Schedule

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Wayne Resch
Vice-President, Administration and Finance

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DOCUMENT HISTORY

January 2019 Procedure approved
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