

# Start

Is this material evidence of a decision, action or transaction that supports a College program or department function?

Yes

Was your office mandated by legislation or government regulations to create it?

No

Did your office create the material?

No

Check the Schedule to see if you are the record custodian or a user. Follow the responsibilities as outlined.

Did you comment or take action on the material?

Yes

No

## Non-record Material

You may securely dispose of this material once it is no longer needed for current business.

Yes

Yes

Is this the most complete, accurate, and up-to-date version?

No

No

## Record Custodian

You are the custodian of an MHC record.  
Check the Schedule for retention requirements and disposition instructions. File the record according to your office standard.

## Record User

You are the user of an MHC record.  
Once you no longer need the record for current business, you may securely dispose of duplicates. If you are using the master copy, you may return it to the record custodian.

### \*Note

Intellectual property as defined by the College is excluded from management under the RIM policy and schedule

## MHC Records

*Recorded information created or received during the conduct of MHC business that documents evidence of a college action, transaction or decision.*

Includes the final products of college administration and programming.

Common examples:

- Reports
- Meeting agendas/minutes
- Forms
- Receipts
- Invoices
- Contracts/agreements/MOUs

Supporting documentation is part of a record when it is needed to document decision trails.

Records may be created to meet a legal or financial requirement, and they must be preserved for the length of time that they have value for the College.

Master records may be originals or copies, depending on use needs and the completeness of the record.

## Record Custodian

*The office responsible for the retention and disposition of the master copy of a record. The custodian may edit records, circulate them, or obtain input from other offices during the active phase of a record's lifecycle.*

## Non-record Materials

*Recorded information with no business/evidential value, or only temporary value.*

Includes:

- Draft versions of final records
- Working documents used to create final records
- Duplicates or reference copies of master records
- Any materials that are referenced during college business but were not produced by MHC (e.g. books, external data)
- Personal records that are kept at the office, which may be of a professional nature (e.g. conference presentations, professional development tracking) or unrelated to work (e.g. grocery list)
- Routine communications that do not evidence decision making (e.g. meeting invites, reminders, etc.)
- Personal communications

## Record User

*A department that uses a record, or copy of a record, for a period of time to carry out college business. Record users are not responsible for the retention and disposition of master records. They may destroy duplicates, or return masters, when they are no longer needed for current business.*