

Number:	ADM-106
Title:	Archives
Person responsible for enforcement:	Secretary General
Entered into force:	February 28, 2018
Approved:	February 28, 2018 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
Exception:	No exception to this regulation without prior written authorization from the Board of Governors

In this document, the masculine form is used without prejudice and for conciseness purposes only.

1. Objective

This regulation aims to ensure the preservation of the documents of Saint Paul University.

2. Definition

For the purposes of this Regulation, the expression “archives” refers to all records, regardless of form or medium (conventional or electronic), created or accumulated by the University and its employees, containing information on the organization, functions, procedures, policies and activities of the University, or any other useful information on the past, the present and the future of the University.

3. Regulation

3.1 Ownership

The archives are the property of the University and can be disposed of or destroyed only as provided for in the *Records Retention Schedule* as periodically reviewed and updated by the University Archives Sector, part of Library and Archives Jean-Léon Allie, which is responsible of the management of all the University archives.

3.2 Consultation

All published records already in the public domain such as directories, policies, circulars, or minutes of the Senate meetings that have been created by University employees in the course of their duties are available for consultation and reproduction.

In general, all other records are available for consultation after verification by Archives Sector employees. These employees apply the rules on access to information and protection of privacy (see Regulation *ADM-118*), copyright, and reproduction and use of records (sometimes provided for in employment contracts or collective agreements), as well as any other rules set by the University.

After verification by Archives Sector employees, when consultation or reproduction restrictions apply to a record, the person requesting access to the record has to obtain the written permission of the officer of the academic or administrative unit that created the record or from the author of the record. This authorization needs to be submitted to the Archives Sector employees. A completed access to information request form must accompany the request for consultation of the record.

4. Roles and responsibilities

4.1 Mandate and responsibilities of the Archives Sector

The Archives Sector is responsible for facilitating the design and implementation of sound information management practices and for promoting and providing effective and integrated related services. The Archives Sector shall provide professional advice and services on the management of information in hard-copy and electronic media, information distribution and organization services, as well as distribution and research services.

To this end, the Archives Sector shall:

- a) set, review and apply preservation periods for documents created by the University, using the *Records Retention Schedule* that is made available to the University community through appropriate means;
- b) implement sound information management practices in the academic and administrative units, and advise employees of these units on information management;
- c) acquire archives from the academic and administrative units as provided for in the *Records Retention Schedule*, as well as information from other sources, in order to document the history of the University;
- d) store conventional and electronic records sent by the academic and administrative units; ensure access to these records, as well as their preservation and conservation;
- e) process, classify and describe records, in addition to producing finding aids; and
- f) help disseminate the archival history and heritage of the University by a variety of means, including finding and cataloging aids, publications, exhibitions, guided tours, presentations and interviews.

4.2 Responsibilities of academic and administrative units

Academic and administrative units shall:

- a) designate as the University Archives liaison officer one of their employees, who will submit to the Archives Sector any plans to destroy or dispose of records not described in the *Records Retention Schedule*;
- b) maintain the standard classification plan for all records (conventional and electronic) in their unit;
- c) help review and apply the record retention periods provided for in the *Records Retention Schedule*; and
- d) send all records as indicated in the *Records Retention Schedule*, following the procedures.