
Heritage College Administrative Procedure #4 Relating to the Management of Public Records

Subject: Procedures relating to the management and control of public records at Heritage College.

Administering Service: Director General's office.

Adopted: June 8, 1999.

Revised: June 20, 2006.

Purpose: The purpose of this document is to provide standard procedures for the management of the public records of the College and to familiarize staff members responsible for records management within their services with the basic requirements of public records control.

Application: These procedures apply to all College records, with the exception of those records containing information to which the right of access is either restricted or prohibited under the provisions of the *Law on the Access to Documents held by Public Bodies and the Protection of Personal Information*.¹

Procedures²: **1. Storage and Management of Public Records**

All active, and most semi-active, public dossiers will be housed in, and managed by, the originating service. Some semi-active and all inactive public dossiers will be housed in the designated archives storage areas, and controlled by the person responsible for the day-to-day management of the College archives.

2. Access to Public Records

College employees in a particular originating service have open access to the public records of that service. College employees requiring access to public records housed outside their particular originating service should direct their verbal requests to the service in question. The administrator responsible for the service in which the requested records are housed, or an employee of that service so delegated, will make the appropriate access arrangements.

¹ For procedures relating to the management of private records, see *Heritage College Administrative Procedure #3*.

² Refer to *Heritage College Policy #22 concerning Archives Management* for details regarding terms of reference and areas of responsibility.

Heritage College Administrative Procedure #4 Relating to the Management of Public Records

Requests to access inactive public records housed in the designated archives storage areas should be directed to the person responsible for the day-to-day management of the College archives.

Requests for access to public dossiers from non-employees are to be made in accordance with the terms of the *Law on the Access to Documents held by Public Bodies and the Protection of Personal Information*. The originating service will inform the Director General's office that such a request has been made and will confirm that the request can be granted under the terms of the Law before making the appropriate access arrangements. When access is granted to non-employees, it will take place by pre-arranged appointment in a pre-determined access area in the College and will be monitored by an employee of the College.

Original public records are not to be removed from the designated access area; however, upon request, copies may be forwarded to the non-employee, either by the originating service or by the person responsible for the day-to-day management of the College archives, as the situation dictates. Fees for transcription or reproduction of records are governed by the *Quebec Regulation respecting fees for the transcription, reproduction or transmission of documents or nominative information*.

3. Public Records Inventories

In accordance with article 3.5.1 of *Heritage College Policy #22 concerning Archives Management*, each originating service shall compile and maintain a records inventory comprising a sequential listing of all dossiers created and maintained by that service. The private records inventory must be kept separate from the public records inventory, with access being limited according to the terms of *Heritage College Procedure #3 relating to the Management of Private Records*.

Each public records inventory shall clearly display:

- the name of the College
- the title of the service

Heritage College Administrative Procedure #4 Relating to the Management of Public Records

- the two-letter alphabetic service identification code³
- the title of the individual who maintains the inventory, and
- the most recent date of revision.

Furthermore, an updated copy of the public records inventory must be forwarded whenever a revision is made, or at least every six months, to the person responsible for the day-to-day management of the College archives.

4. Management of Inactive Public Records

When public records become inactive (i.e., the semi-active retention period has been completed), they are to be designated either for transfer to the designated archives storage area or for destruction by the originating service, according to the provisions of the *Conservation Calendar*.

4.1 Transfer of Inactive Public Records

Each originating service packs the inactive public records for transfer, sequentially, in standard archive storage boxes. Each box must clearly display:

- the service identification code
- the appropriate box number (using the next number in the series for that service as indicated by the *Archives Catalogue*), and
- a list of its contents.

Each originating service prepares a corresponding public records transfer inventory which clearly indicates:

- the service title and identification code
- the date
- the name and title of the individual who prepared the inventory, and
- a detailed, numerical listing of all boxes (and their contents) to be transferred to the designated archives storage area.

³ See the legend on the cover of the *Heritage College Conservation Calendar*.

Heritage College Administrative Procedure #4 Relating to the Management of Public Records

This inventory will be forwarded to the person responsible for the day-to-day management of the College archives, who will arrange for the necessary physical transfers and update the public records section of the *Archives Catalogue* accordingly.

4.2 Destruction of Inactive Public Records

If applicable, the public records transfer inventory shall include a detailed, sequential listing of all inactive public dossiers which have been designated for destruction by the originating service. Each entry will indicate whether the dossier is in the service awaiting disposal, or already housed in the archives storage area awaiting transfer back to the service for disposal. (The person responsible for the day-to-day management of the College archives will make the necessary physical return transfer arrangements, upon request.)

In accordance with the terms of the *Regulation respecting retention schedules, transfer, deposit and disposal of public archives*, records designated for destruction shall be burned or shredded. This action is the responsibility of the originating service. If quantities are sufficient to warrant contracting the services of an outside company, the work shall be done on campus and monitored by an employee from the originating service.

When the originating service has confirmed to the person responsible for the day-to-day management of the College archives that disposal of a particular dossier or group of dossiers has taken place, the latter will ensure that a corresponding notation is added to the public records section of the *Archives Catalogue*.

Important: When the contents of an entire box have been destroyed, the box number is not to be reused; rather, its number and contents are to remain listed in the *Archives Catalogue* with a notation to that effect.

Heritage College Administrative Procedure #4 Relating to the Management of Public Records

Related Documents⁴:

This document is to be used in conjunction with:

- *Heritage College Policy #22 concerning Archives Management*
- *Heritage College Administrative Procedure #3 relating to the Management of Private Records*
- *Heritage College Conservation Calendar*
- *Heritage College Archives Catalogue*
- *Archives Act (R.S.Q., c. A-21.1)*
- *Regulation respecting Retention Schedules, Transfer, Deposit and Disposal of Public Archives (R.S.Q., c. A-21.1, r. 1)*
- *Act respecting Access to Documents held by Public Bodies and the Protection of Personal Information (R.S.Q., c. A-2.1)*
- *Regulation respecting fees for the transcription, reproduction or transmission of documents or nominative information (R.S.Q., c. A-2.1, r. 1.1).*

⁴ Copies of these documents are available in the Director General's office, for reference purposes.