



Policy Records and Information Management	Replaces former policy: <input type="checkbox"/> Title: Click or tap here to enter text. <input checked="" type="checkbox"/> N/A
	Date Effective: 2025-09-10
	Last Update: 2025-08-26
Contact: Records and Information Management Specialist	

Policy Statement

CHCPBC (the College) is accountable for information generated or received in the course of its activities and manages that information in compliance with applicable statutes, regulations, College bylaws, policies, and guidelines.

The College is subject to a wide range of legal requirements applying to College records. This policy supports compliance with these requirements while optimizing the quality and usefulness of information for College programs.

All individuals who generate, receive, collect, retain or otherwise handle information on behalf of the College, are required to manage information in compliance with this policy, the Records and Information Management Manual (the Manual), and the Records Retention Schedule.

1. Policy Rationale and Purpose

The purpose of this policy, applied concurrently with the *Manual* and the *Records Retention Schedule*, is to:

- promote the effective use of information to support the College’s strategic objectives and maintain accountability to the public;
- uphold the rights of Indigenous peoples with respect to their information;
- ensure information is recorded, stored, and handled in a cost-effective and efficient manner;
- protect the confidentiality, integrity, and availability of information;
- ensure that decisions to destroy, delete, or otherwise dispose of information are legally defensible; and
- establish clear roles and responsibilities for managing information within the College.



2. Policy Scope

This policy applies to all individuals who generate, receive, collect, retain or otherwise handle information on behalf of the College, including staff, board members, committee members, consultants, contractors, and third-party service providers.

3. Duties and Responsibilities

All individuals within policy scope are required to:

- collect and retain official records of actions they perform for or on behalf of the College.
- retain records for the minimum time periods established in the *Records Retention Schedule* and dispose of them, according to the procedures explained in the *Manual*.
- store official records in an environment which has been approved by the College for use as an official records system, and otherwise meet all requirements set out in this policy, the *Manual* and the *Records Retention Schedule*.

People Managers accountable for one or more College functions are considered *Information Stewards* and are responsible for ensuring team member compliance, within their departments or work area, with this policy, the *Manual*, and the *Records Retention Schedule*.

The College has controls (including technical, physical and/or administrative safeguards) to protect information that is personal, proprietary or otherwise sensitive.

4. Legal Authority

This policy is linked to the following legislation and regulatory documents:

- CHCPBC Bylaws
- *Declaration on the Rights of Indigenous Peoples Act (DRIPA)*
- *Electronic Transactions Act*
- *Freedom of Information and Protection of Privacy Act (FOIPPA)*
- *Health Professions Act (HPA)* (currently)
- *Health Professions and Occupations Act (HPOA)* (effective April 1, 2026)

5. Other Relevant Policies and Documents

Policies regarding use of information technology

Policy - Freedom of Information

Policy - Privacy

Records and Information Management Manual

Records Retention Schedule



6. Key Partnerships

None identified at this time.

7. Definitions

Availability means the ability of information to remain accessible, readable and usable to authorized users in a timely manner and for as long as it is required to be retained

Confidentiality means the protection of personal or otherwise sensitive information from unauthorized access, use or disclosure.

Data means a group of details in any form, including text, observations, facts, figures, symbols, and descriptions.

Disposition means the final administrative action performed on information which has satisfied applicable retention requirements. Depending on format, medium and content of the information, disposition may consist of secure destruction, deletion or transfer to an archival institution.

Information means data organized or communicated in a way that provides meaningful context and supports College actions. Information may be recorded or collected in any format, medium or location, including but not limited to physical documents (e.g. paper), unstructured electronic content (e.g. documents, graphics, email, electronic messaging), structured data in database systems or metadata. Depending on the context in which it is recorded, created or collected, information may consist of official records or transitory information.

Information Stewards means People Managers who hold primary accountability for one or more College functions and the information recorded in the course of those functions.

Metadata means literally “data about data,” metadata refers to data used to identify, retrieve and manage information.

Official record means information in any format or medium that provides unique, reliable evidence of a College transaction, business decision, policy direction, position, process, task or other action. For more detailed examples, please see the Manual.

Official records system means a physical and/or electronic solution which has been approved by the College for purposes of storing official records in compliance with this policy and the Records Retention Schedule.

8. Process Check

The following documents have been consulted and applied to this policy.

- Policy Development Framework

9. Resources/References

NA

