

## Electronic Records Management

## Policy No. 802

**Policy Statement:** Electronic records are official records, and as such, are to be printed and filed.

**Intent of Policy:** To properly manage and preserve electronic records.

**Definition:** Electronic records include, but are not limited to: electronic images, documents, emails and databases.

**Procedure:**

- a) Assess future value of each electronic record for its legal, fiscal, administrative or historical value.
- b) Print and file an electronic record that has future value (legal, fiscal, administrative or historical).
- c) Transitory records can be deleted immediately.

**Exceptions:** Electronic records used to produce hard copy versions that are maintained in hard copy files should be considered transitory.