

Archdiocesan Records Management

Policy No. 804

The Catholic Archdiocese of Edmonton is responsible for maintaining authentic records that enable it to fulfill its religious and legal obligations under canon and civil law. The policy defines what a record is, who the owner of records is and how the Archdiocese establishes control over the creation, use, maintenance, retention, disposition, and access to records.

Policy Statements:

1. All records created or received by archdiocesan institutions and by employees and volunteers are the sole property of the Archdiocese.
2. All records created in the offices and institutions of the Archdiocese are subject to records management.
3. Records are not to be removed, destroyed, transferred, stored or converted into another media format except in compliance with records retention schedule and procedures developed by the Chancery Office and the archdiocesan Archives.

Intent of Policy:

To ensure the proper care and management of records throughout their life-cycle from creation to final disposition.

Definitions:

Disposition (or Final Disposition): the final destruction or transfer to the Archives as determined by a retention schedule.

Life-cycle: the stages of a record's "life span" from its creation to its final disposition.

Office of Primary Responsibility (OPR): an office designated to maintain the official record during its "active" phase.

Record: any recorded information regardless of format, made or received in the course of individual or institutional activity and kept either for action, as evidence or for reference.

- **Active:** a record needed to perform current operations, subject to frequent use and usually stored near the user.
- **Semi-active:** a record or document that is infrequently referred to during a specific period of time, but that still has legal, financial, administrative, or historic value.
- **Inactive:** a record that does not have to be readily available but which must be kept for legal, operational, administrative, financial, or historical purposes. All inactive records are kept in the Archdiocesan Archives.

Retention: The length of time records are to be kept in a certain location or form for administrative, legal, financial, historical, or other purposes.

Procedure:

1. Maintain all records in a secure environment, particularly records of a confidential or privileged nature in accordance to the *Code of Canon Law*, the Personal Information Protection Act (PIPA) and the Personal Information Protection and Electronic Documents Act (PIPEDA).
2. Refer to Appendix 804A Retention and Disposition Schedule for Archdiocesan Records for detailed information about the organization, classification, storage, retention, and disposition of the active and semi-active records.
3. Consult with the Archivist to create a specific retention schedule appropriate for the records held in each office of the Archdiocese.
4. Do not retain records longer than indicated in the retention schedule or destroy records before indicated by the retention schedule, except with prior approval of the Chancellor in consultation with the Archivist.
5. When a record has finished its active phase, it may be transferred to semi-active storage. Contact the Archivist for more information on semi-active storage.
6. When a record has finished its semi-active phase, it is either destroyed or transferred to Archives.
7. Consult the Archdiocesan Archivist for additional information.

Refer to Policy:

No. 800 Archdiocesan Archives