

Records Management Procedure

Statement

This procedure exists for the security of old records that may contain sensitive material as well as an organizational structure of these records.

Regulations

1. Storage

- 1.1. Financial Records must be held within a secure location that only the Executive Director, or delegate, has access to.
- 1.2. HR-related employment records are to be held within a secure location with access only being given to the Executive Director or delegate for 3 years past the employment end date.
- 1.3. Contracts that TKUSA is bound to must be placed in a locked storage area in the Executive Director's Office.
 - 1.3.1. Digital copies are also to be held in a secure location on a password-protected device.
- 1.4. E-mails that contain financial, legal, or HR-related material must be kept and archived.
- 1.5. All governance documents and decisions are to be backed up every 6 months.
- 1.6. A secondary backup of all digital records must be conducted on a yearly basis and kept in a secure location within the Executive Director's office.
- 1.7. Personal information on students must be kept in a secure location with access only given to the Executive Director or delegate.
- 1.8. Each department must archive a digital copy of all important information determined by the director of said department.

2. Transition

- 2.1. All TKUSA Executives, Directors, Staff, or Members leaving or changing their position must return all records, paper or digital, to TKUSA prior to departure for the successor to use.
 - 2.1.1. Includes but not limited to:
 - Financial Records

- HR Related Material
- Contracts
- E-mails
- Governance Documents
- All TKUSA Material

3. Digital Information

3.1. All TKUSA-based digital information must be kept exclusively on TKUSA devices unless approved by Executive Director to be held elsewhere.

3.2. All laptops or personal devices that are used to access TKUSA content must have their storage device (hard drive) always encrypted.

3.3. Access to any TKUSA confidential information must be done through an encrypted network.

3.4. Confidential information must not be stored on any of these devices unless certified by IT:

- 3.4.1. Portable storage devices such as USB sticks or external hard drives.
- 3.4.2. Any equipment not owned by TKUSA.

3.5. Any and all data storage devices which contain confidential or sensitive data must be given to IT for a full wipe of the device before being disposed of.

- 3.5.1. Storage devices from any servers or other central hardware must be physically destroyed.

4. Meetings

4.1. Minutes from Council, Executive, and Special meetings will be kept in a TEAM'S folder with the transition into a digital archive once approved.

4.2. Agendas from Council, Executive, and Special meetings will be kept in a TEAM'S folder with the transition into a digital archive once approved.

4.3. Records from meetings will be kept in a TEAM'S folder which includes but are not limited to:

- 4.3.1. Meeting packages and minutes
- 4.3.2. Meeting Agendas
- 4.3.3. Annual Reports
- 4.3.4. Audited Financial Reports

4.4. Such records shall be kept for the lifetime of TKUSA.

5. Destruction of Records (Digital and Paper)

- 5.1. All physical paper records shall be shredded before being thrown out to prevent any sort of confidential or sensitive information from being accessed by an unauthorized party.
- 5.2. TKUSA may use a paper disposal service or shred the documents within The King's University shredding
- 5.3. Any and all data on a physical or digital device such as a hard drive, USB stick, or SSD's must be completely erased before being sold or disposed of. Physical devices that are being disposed of must be give to The King's University IT department so they can physically destroy the item before disposal.
- 5.4. TKUSA will ensure that all documents that are disposed of will be in the best interest of the environment.
- 5.5. All financial records will be held in a secure location for seven (7) after creation and can be destroyed following that period.

Fact Sheet

First Approval

Source: SAMU, UASU, NAIT SU, SANQC, AUSU