



Category:	Technology and Information
Approved By:	College Leadership Council (CLC)
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Revised Dates(s):	
Policy Sponsor:	President and Chief Executive Officer
Policy Administrator:	Vice-President People and Planning

Records Management Policy

Purpose

The purpose of this policy is to define Lethbridge College's expectations and requirements for records management throughout the records life cycle.

Scope / Limits

This policy applies to all Lethbridge College records and to all employees and associated parties who have a duty to manage records on behalf of the college.

Definitions

Employees persons on the payroll of Lethbridge College.

Associated parties include:

- **Volunteers** persons who perform an unpaid service for the college
- **Others** persons working for the college under a contract or agency relationship

Record means information that is recorded or stored in any manner regardless of media as evidence and information in the transaction of college business or pursuance of legal obligations.

Authentic record is a record that can be proven to be what it purports to be, to have been created or sent by the person purported to have created or sent it, and to have been created or sent at the time purported.

Record integrity refers to the record being complete and unaltered from its original form.

Reliable record is a record whose contents can be trusted as a full and accurate representation of the transactions, activities or facts to which they attest and can be depended upon in the course of subsequent transactions or activities.

Usable record is a record that can be located, retrieved, presented and interpreted.

Records lifecycle has three distinct phases starting from (a) when a record is created or received through to (b) its use, maintenance and temporary storage before (c) finally being destroyed or archived.

Records management is the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records. This includes processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records and compliance with legislation such as the Alberta Freedom of Information and Protection of Privacy (FOIP) Act.

Policy Statements

1. Lethbridge College records are managed throughout the records life cycle to meet operational, fiscal, legal and historical requirements.
2. Lethbridge College records are to be authentic, reliable, usable and retain integrity over time.
3. All records are Lethbridge College property and are controlled as such.
4. All employees and associated parties responsible for records management on behalf of the college shall fulfill their duties in a responsible and professional manner in accordance with applicable law and Lethbridge College policy and procedure.
5. The Lethbridge College President and Chief Executive Officer is the head for the purposes of the Freedom of Information and Protection of Privacy (FOIP) Act, as appointed by the Board of Governors. The Delegation and Assignment of Responsibility Table (Appendix B) and any subsequent changes must be approved by the Lethbridge College FOIP Head.
6. Violations of this policy may be viewed as a serious offense and will be dealt with appropriately.

A: Policy Supports

[Records Management Procedures \(Appendix A\)](#)

[FOIP Delegation and Assignment of Responsibility Table \(Appendix B\)](#)

B: Legislated References

Alberta Freedom of Information and Protection of Privacy (FOIP) Act

C: Other References

D: Related Policies

Confidentiality

Student Rights and Code of Conduct

Information Technology Security

Use of Information Technology Resources

Board of Governors

EL-5 Asset Protection



Parent Policy:	Records Management
Approval Body:	College Leadership Council (CLC)
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Appendix A	

Records Management Procedures

Part A: Roles and Responsibilities

1. Institutional Compliance is responsible to:
 - a) develop and maintain a comprehensive records management program;
 - b) in consultation with the master record holder department, develop and maintain a Records Classification and Retention Schedule (refer to Part B);
 - c) upon request, provide support to academic and administrative units with respect to the management of semi-active records;
 - d) manage archival records.

2. Academic and administrative units are responsible to:
 - a) manage records according to the Records Classification and Retention Schedule (refer to Part B);
 - b) bring to the attention of Institutional Compliance in a timely manner any changes to operational, fiscal or legal requirements that affect records.

3. Employees leaving Lethbridge College or changing positions within the college are to leave all records in their previous department.

4. In the event of litigation, potential litigation, or a formal Freedom of Information and Protection of Privacy (FOIP) request, the college will take steps to the best of its ability to preserve potentially relevant records. This process will be coordinated by the Executive Leadership Team and/or Institutional Compliance.

Part B: Records Classification and Retention Schedule Overview

1. The Records Classification and Retention Schedule is an established schedule for categorizing records and a timeframe for retaining Lethbridge College records until final disposition of destruction or archiving.

2. Records retentions are set according to operational, fiscal, legal and historical requirements.

3. The Records Classification and Retention Schedule includes the following broad categories:
 - 0100 – 0399 Academic and Instructional
 - 0400 – 0699 Administration

- 0700 – 0899 Buildings and Properties
- 0900 – 1199 Employee Relations
- 1200 – 1499 Financial Management
- 1500 – 1699 Information
- 1700 – 1999 Public and Community Relations
- 2000 – 2599 Services

4. The following is an **overview** of the Records Classification and Retention Schedule. For a comprehensive schedule, including a description of the various record series, contact Institutional Planning, Analysis and Risk Services.

OVERVIEW - LETHBRIDGE COLLEGE RECORDS CLASSIFICATION & RETENTION SCHEDULE

Contact Institutional Planning, Analysis and Risk Services for the comprehensive schedule.			RETENTION START TIME			RETENTION	DISPOSITION		
Code	Record Classification	Master Record Holder	Transaction Complete*	Superseded / Obsolete	Current Fiscal Year	# of Years	Destroy	Archival Selection or Permanent	Refer to Notes
*Transaction Complete means one or more of the following retention start times: end of event, last contact, date of last entry, age of majority, termination of employment, closing of competition, settlement of claim, expiry of contract or agreement and settlement of all conditions, abolishment of position, completion of request or Commissioner's Findings.									
ACADEMIC AND INSTRUCTIONAL (0100 -0399)									
0100 - 0112	General, Departmental Procedures, Reports and Statistics	Various Departments		x		0	x		
0130	Academic References	Various Departments	x*			1	x		
0135	Academic Advising	Student Services	x*			2	x		Note 1
0137	Employment and Career Advising	Student Services	x*			2	x		
0140	Awards and Scholarships	Registrar	x*			1		x	
0150	Accreditation	Academic Centres	x*					x	
0157	Admissions - Applicant Records	Registrar	x*			5	x		
0158	Registration	Registrar	x*			1	x		
0160	Applied Research	Applied Research	x*			3	x		Note 2
0170	Learning Outcomes	CTLI		x		2	x		
0175	Assessment	Academic Centres	x*			0	x		Note 3
0176	Testing	CTLI		x		2	x		
0180	Articulation - General	Academic Centres, Registrar, CTLI	x*			10	x		
0181	Articulation - ACAT	Registrar	x*			1	x		
0190	Course and Curriculum Development	CTLI		x		10		x	
0192	Program and Curriculum Review	CTLI	x			10		x	
0200	Course Outlines	Academic Centres		x		25	x		
0210	Learning Assistance	CTLI		x		7		x	
0220	Distributed Learning	CTLI	x*			5	x		
0230	Instructional Material	Academic Centres		x		0	x		
0235	Credentials	Registrar		x		0	x		
0240	Work-site Based Experience	Academic Centres	x*			2	x		
0245	Graduation Eligibility	Registrar	x*			1	x		

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0260	Program Approvals, Coordination, Planning	Provost & VPA		x		10		x	
0270	Program Initiatives	Academic Centres	x*			10	x		
0340	Student Issues	Academic Centres, Student Services	x*					x	
0341	Academic Reviews, Appeals, Discipline	Registrar, Provost & VPA, Student Services							Note 4
0342	Student Records	Registrar, Student Services	x*			2		x	Note 5
0360	Student Recruitment, Orientation and Retention	Registrar, Student Services	x*			1	x		
0370	Teaching and Evaluation	Academic Centres, CTLI		x			x		
0375	Timetabling/Scheduling	Registrar	x*			2	x		Note 6
0380	Employer Recruitment Services	Student Services	x*			5	x		
0385	Learning Resources	CTLI		x		5	x		
ADMINISTRATION (0400 - 0699)									
0400 - 0412	General, Departmental Procedures, Reports and Statistics	Various Departments		x		0	x		
0420	Acts and Legislation - General	President's Office		x		5	x		
0422	Acts and Legislation - Copyright	CTLI	x*			10	x		
0424	Intellectual Property Management	CTLI	x*			10	x		
0430	Contracts and Agreements	Various Departments	x*			10	x		
0450	Appreciation, Complaints and Concerns	Various Departments	x*			2	x		
0470 - 0475	Associations, Clubs, Memberships series	Various Departments	x*			3	x		
0490 - 0492	Awards, Ceremonies, Celebrations series	Various Departments	x*			3		x	
0500	Board of Governors	President's Office	x*			3		x	
0510	College-wide Policy and Procedures	Institutional Compliance		x		0		x	
0530 and 0537	Committees and Meetings series	Various Departments	x*			5	x		
0535	Committees and Meetings - Academic Council	Registrar	x*			5		x	
0540	Insurance	Institutional Compliance							Note 7
0550	Legal Matters	Senior Administration, HR		x		10	x		
0570 - 0579	Liaison series	Various Departments	x*			3		x	
0590	Licenses, Permits and Registrations	Various Departments	x*			10	x		

Contact Institutional Planning, Analysis and Risk Services for the comprehensive schedule.			RETENTION START TIME			RETENTI ON	DISPOSITI ON		
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0610	Organization and Mandate	HR, President's Office		x		5	x		
0630	Planning and Evaluation	Senior Administration		x		5		x	
0640	Risk Management	Institutional Compliance / departments		x		1	x		
0650	Signing and Decision Making Authority	Various Departments		x		7	x		
0670	Travel and Accommodation	Various Departments	x*			1	x		
BUILDINGS AND PROPERTIES (0700 - 0899)									
0700 - 0710	General, Departmental Procedures, Reports and Statistics	Facilities Management		x		0	x		
0730	Campus Planning	Facilities Management		x		0		x	
0750	Construction	Facilities Management		x		0	x		
0780	Equipment	Facilities Management		x		0	x		
0790	Maintenance and Repairs	Facilities Management	x*			10	x		
0810	Occupational Health and Safety - Buildings and Properties	Facilities Management		x		0	x		
0830	Parking and Traffic Management	Facilities Management		x		0	x		
0850	Renovations	Facilities Management		x		0	x		
0860	Property Management	Facilities Management		x		0	x		
0890	Vehicle Management	Facilities Management		x		10	x		
EMPLOYEE RELATIONS (0900 - 1199)									
0900 - 0910	General, Departmental Procedures, Reports and Statistics	Various Departments		x		0	x		
0950	Classification - General	HR		x		5	x		
0952	Classification - Position Descriptions	HR	x*			3	x		
0954	Classification - Evaluation	HR	x*			3	x		
0990	Employee Records - General	HR	x*			7	x		
0992	Employee Records – Compensation /Benefits	Financial Services	x*			7	x		
1020	Labour Groups - General	HR		x		3	x		
1025	Labour Groups - Negotiations	HR		x		10	x		
1030	Labour Groups - Collective Agreements	HR		x		10		x	
1035	Labour Groups - Grievances	HR		x		10	x		
1040 - 1042	Occupational Health and Safety series	HR		x		3	x		
1050	Orientation - Employee	HR, CTLI		x		3	x		
1060	Payroll	Financial Services			x	6	x		
1080	Recruitment - Employee - General	HR	x*			1	x		
1082	Recruitment - Employee - Competitions	HR	x*			1	x		

Contact Institutional Planning, Analysis and Risk Services for the comprehensive schedule.			RETENTION START TIME			RETI	DISPOSITI		
Code	Record Classification	Master Record Holder	Transaction Complete*	Superseded / Obsolete	Current Fiscal Year	# of Years	Destroy	Archival Selection or Permanent	Refer to Notes
*Transaction Complete means one or more of the following retention start times: end of event, last contact, date of last entry, age of majority, termination of employment, closing of competition, settlement of claim, expiry of contract or agreement and settlement of all conditions, abolishment of position, completion of request or Commissioner's Findings.									
1100	Salary Administration	HR	x*			3	x		
1140	Social Events, Recreation and Recognition Programs	HR		x		3		x	
1160	Workforce Planning	HR		x		3	x		
1162	Staffing Programs	HR	x*			3	x		
1180	Training and Professional Development - General	HR	x*			3	x		
1182	Training and Professional Development - Instructional Certificate Program	HR		x		3	x		
FINANCIAL MANAGEMENT (1200 - 1499)									
1200 - 1210	General, Departmental Procedures, Reports and Statistics	Various Departments		x		0	x		
1230	Accounts Payable	Financial Services			x	6	x		
1250	Accounts Receivable	Financial Services			x	6	x		Note 8
1280	Agency/Trust	Financial Services			x	6	x		
1300	Audit	Financial Services			x	6	x		
1320	Banking	Financial Services			x	6	x		
1340	Budgets	Financial Services			x	6	x		Note 9
1380	Funding	Financial Services			x	6	x		
1400	General Accounting	Financial Services			x	6	x		Note 10
1430	Internal Controls	Financial Services			x	6	x		
1440	Investments	Financial Services			x	6	x		
1450	Procurement Management	Financial Services			x	6	x		Note 11
1495	Student Financial Aid	Registrar	x*			2	x		Note 12
INFORMATION (1500 - 1699)									
1500 - 1505	General, Departmental Procedures Reports and Statistics - Information	Various Departments		x		0	x		
1510	Archives	Institutional Compliance		x		3		x	
1530	Postal and Courier Services	Financial Services			x	6	x		
1552	Freedom of Information and Protection of Privacy - General	Institutional Compliance		x		2	x		
1575	Freedom of Information and Protection of Privacy - Requests and Responses	Institutional Compliance	x*			5	x		
1630	Records Management	Institutional Compliance		x		10	x		Note 13
PUBLIC AND COMMUNITY RELATIONS (1700 - 1999)									
1700 - 1710	General, Departmental Procedures, Reports and Statistics	Various Departments		x		0	x		
1730	Advertising and Web Services	Advancement		x		2	x		

Contact Institutional Planning, Analysis and Risk Services for the comprehensive schedule.			RETENTION START TIME			RETI	DISPOSITI		
Code	Record Classification	Master Record Holder	Transaction Complete*	Superseded / Obsolete	Current Fiscal Year	# of Years	Destroy	Archival Selection or Permanent	Refer to Notes
*Transaction Complete means one or more of the following retention start times: end of event, last contact, date of last entry, age of majority, termination of employment, closing of competition, settlement of claim, expiry of contract or agreement and settlement of all conditions, abolishment of position, completion of request or Commissioner's Findings.									
1740	Alumni Relations	Advancement		x		2		x	
1750	Campaigns and Canvassing	Advancement		x		5		x	
1770	College Visual Identity	Advancement		x		5		x	
1790	Development - General	Advancement		x		3	x		
1795	Development - Fund-raising	Advancement		x		6		x	
1830	Media Relations	Advancement		x		2		x	
1870	Photographs and Images	Various Departments		x		5		x	
1890	Presentations	Various Departments	x*			2		x	
1910	Promotions and Events	Various Departments	x*			2		x	
1940	Protocol	President's Office		x		5	x		
1960	Publications - Internal	Advancement		x		5		x	
1980	Tours and Visitors	Various Departments	x*			2	x		
SERVICES (2000 - 2599)									
2000 - 2010	General, Departmental Procedures, Reports and Statistics	Various Departments		x		0	x		
2030	Bookstore	Financial Services			x	6	x		
2060	Daycare	Student Services	x*			7	x		
2090	Food Services	CAM	x*			7	x		
2120	Residence	Student Services	x*			7	x		
2180	Physical Education Building Operations	Student Services	x*			2	x		
2260	Athletics	Student Services	x*			2		x	
2280	Audio Visual Support	CTLI		x		3	x		
2340	Information Technology	ITS		x		3	x		
2390	Health Services	Student Services	x*			10	x		
2500	Security	HR		x		10	x		
2555	Chaplaincy Services	Student Services	x*			10	x		
2557	Counselling	Student Services	x*			10	x		
2570	Technology Integration	CTLI	x*			10	x		

NOTES

Note 1	Academic References 130 - Academic Success Plans: Transaction Complete, 1 year, Destroy
Note 2	Applied Research 160 - Externally funded research records and strategic plans: Archive
Note 3	Assessment 175 – Assignments and exams be kept by instructors to satisfy the Grading Policy/ Grade Appeal Procedures then securely destroyed.
Note 4	Academic Reviews, Appeals, Discipline 341 - 5 years from the time the disciplinary action or student appeal is finalized except in cases where there are extenuating circumstances, in which case the vice president responsible for maintaining the records will include in the record a written justification supporting the extenuating circumstances as well as how long the record will be retained. If there is a specific request from a student for expunging a record before 5 years has elapsed, the request could be considered by the appropriate vice president based upon merits of that case.
Note 5	Student Records 342 - Transcripts retained permanently.

Note 6	Timetabling/Scheduling 375 - Paper records are retained 2 years, Destroy. All activities are booked in the Enterprise Facility Booking system and as such become a permanent electronic record.
Note 7	Insurance 540 - Claims, Certificates of Insurance, Driver Authorization, Waivers: Settlement of Claim, 10 years, Destroy. Policies: Superseded/Obsolete, 30 years, Destroy. WCB Confirmation Letters: 3 years, Destroy. International Travel: Transaction Complete, 5 years, Destroy.
Note 8	Accounts Receivable 1250 - Year-end retained permanently
Note 9	Budgets 1340 - General budget documents are retained 1 year active retention, 1 year semi active, and then destroy.
Note 10	General Accounting 1400 - Detailed transaction listings retained permanently.
Note 11	Procurement Management 1450 - Records related to construction RFP's and RFQ's retained for 10 years
Note 12	Student Financial Aid 1495 - Alberta Works records are retained until Alberta Human Services policy indicates; then files and lists are sent to the Government
Note 13	Records Management 1630 - Retention schedules and certificates of destruction retained permanently



Parent Policy:	Records Management
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Policy Administrator:	Vice-President People and Planning
	Appendix B

Freedom of Information and Protection of Privacy (FOIP) Delegation and Assignment of Responsibility Table

1. The FOIP Act authorizes the head of Lethbridge College to delegate, in writing, to any person any duty, power or function of the head under this Act, except the power to delegate.
2. The Lethbridge College President and Chief Executive Officer is the head for the purposes of the FOIP Act, as appointed by the Board of Governors.
3. The head may at any time and without further notice override this Delegation Table, and make decisions and carry out actions under the authority given to the head under this Act.
4. In the event of the absence or incapacity of the official to which authority has been delegated, the delegation of authority passes to the person acting for that official.
5. There is a substantial difference between delegations relating to freedom of information and those relating to protection of privacy.
6. In the case of freedom of information, the delegations relate mostly to the processing of an access request and the decision of whether or not to release all or part of a record. Delegated authority empowers certain officials and employees to make decisions or take action in regard to this process.
7. In the case of privacy protection, the responsibilities center on the collection, handling and protection of personal information. The privacy delegation is essentially an assignment of responsibility and accountability for assuring that a wide range of management activities in regard to the collection, accuracy, protection, use, disclosure and retention of personal information are carried out in accordance with the requirements set out in Part 2 of the Act.
8. It is the responsibility of the persons indicated in this Delegation Table to perform decision-making duties or functions of the Head or carry out responsibilities of the college under the FOIP Act with respect to their area of responsibility.
9. Changes to the Delegation and Assignment of Responsibility Table must be approved by the Lethbridge College FOIP Head.

Duty, Power or Function of Head	FOIP Section Reference	Decision Making Authority
FOIP ACT PART 1 FREEDOM OF INFORMATION, DIVISION 1 OBTAINING ACCESS TO RECORDS		
<p>Abandoned Request - Authority to declare request abandoned</p> <p>The head may declare a request abandoned after attempting to contact the applicant in writing and the applicant does not respond within 30 days.</p>	FOIP Act 8(1)	FOIP Coordinator
<p>Authority to grant continuing request</p> <p>An applicant may ask that a request continue in effect for a specified period of up to 2 years, permitting applicant to continue to receive records concerning a particular subject at regular intervals. The Head under certain conditions can reject these requests.</p>	FOIP Act 9(2)	FOIP Coordinator
<p>Duty to assist applicants</p> <p>The Head must make every reasonable effort to assist applicants – respond openly, accurately and completely.</p>	FOIP Act 10(1)	FOIP Coordinator
<p>Duty to create records</p> <p>The Head must create a record for the applicant if it can be created from a record that is in electronic form using normal software and hardware and technical expertise; and if creating the record would not unreasonably interfere with normal operations.</p>	FOIP Act 10(2)	Designated Senior Administrators*
<p>Time limit for responding</p> <p>The Head must make every reasonable effort to respond to the applicant within 30 days unless a request for a time extension is given or the transfer of a request to another public body.</p>	FOIP Act 11	Designated Senior Administrators* FOIP Coordinator
<p>Authority to refuse to confirm or deny the existence of a record</p> <p>In certain cases, the Head may believe that an applicant’s knowledge that a record exists may cause harm to a law enforcement matter, may pose a danger to an individual’s or the public’s safety or would be an unreasonable invasion of a third party’s personal privacy. This section allows the public body to refuse to confirm or deny the existence of a record.</p>	FOIP Act 12(2)	Designated Senior Administrators*
<p>Authority to decide how access will be given</p> <p>Where granting a person access to a record, the Head may decide to provide copies or may decide that the person must examine the record instead of given copies.</p>	FOIP Act 13 <i>Reg. 4</i>	FOIP Coordinator

<p>Authority to extend time limit for responding</p> <p>The Head may extend the time limit for responding to a request for up to 30 days beyond the initial 30 day requirement. Or with the permission of the Commissioner, for a longer period: if the applicant did not give enough detail, a large number of records are involved, more time is needed to consult with third parties or if a third party has requested a review.</p>	FOIP Act 14(1)	FOIP Coordinator
<p>Authority to request permission of the Commissioner to extend time limit for responding – S.14(1) and Multiple Concurrent Requests</p> <p>The Head may, with the Commissioner’s Permission, extend the time limit for responding to a request based on the conditions set out in S.14(1) or if multiple concurrent requests are a factor.</p>	FOIP Act14 (2)	FOIP Head
<p>Authority to extend time limit for responding – Section 30 & 31 Third party Intervention related requests</p>	FOIP Act 14 (3)	FOIP Coordinator
<p>Notification to applicant of time limit extensions</p> <p>The Head must advise the applicant of any time limit extensions and related details.</p>	FOIP Act 14(4)	FOIP Coordinator
<p>Authority to transfer a request for access</p> <p>Discretionary (to transfer), but Mandatory (to notify applicant of transfer)</p> <p>Within 15 days, the Head may transfer a request to another public body if the record produced by or for the other public body, if the other public body was the first to obtain the record or if the record is in the custody or under the control of the other public body. The Head must notify the applicant of the transfer.</p>	FOIP Act 15	FOIP Coordinator

FOIP ACT PART 1 FREEDOM OF INFORMATION, DIVISION 2 EXCEPTIONS to DISCLOSURE		
<p>Authority to withhold information harmful to business interests of a third party</p> <p>The Head must refuse to disclose certain third party business information, e.g. information supplied in confidence, information that would reveal a trade secret or third party financial, technical or commercial info.</p>	FOIP Act 16	Designated Senior Administrators*
<p>Authority to withhold information harmful to personal privacy</p> <p>The Head must refuse to disclose personal information if the disclosure would be an unreasonable invasion of a third party’s personal privacy.</p>	FOIP Act 17	Designated Senior Administrators*

<p>Authority to withhold information harmful to individual or public health or safety</p> <p>Discretionary – 18, Discretionary – Reg. 6(1),(5), Mandatory – Reg. 6(3)</p> <p>Head may refuse to disclose information to an applicant if that disclosure could reasonably be expected to threaten anyone else’s safety or physical or mental health or interfere with public safety.</p>	<p>FOIP Act 18 <i>Reg. 6(1), (3), (5)</i></p>	<p>Designated Senior Administrators*</p>
<p>Authority to withhold confidential evaluations</p> <p>Head may refuse to disclose evaluative information such as employment reference, in certain circumstances.</p>	<p>FOIP Act 19</p>	<p>Designated Senior Administrators*</p>
<p>Authority to withhold information harmful to law enforcement</p> <p>The Head may refuse to disclose information to an applicant if the disclosure could reasonably be expected to harm or interfere with such activities as a law enforcement matter, the defense or security of Canada, the identity of a confidential source, ongoing or unsolved investigation, deprive of the right to a fair trial or impartial adjudication, facilitate the commission of an unlawful act, harm the security of property and systems. (See Act for complete list.)</p>	<p>FOIP Act 20</p>	<p>Designated Senior Administrators*</p>
<p>Authority to withhold information harmful to intergovernmental relations</p> <p>The Head may refuse to disclose information that could harm intergovernmental relations or the intergovernmental supply of information.</p>	<p>FOIP Act 21</p>	<p>Designated Senior Administrators*</p>
<p>Authority to withhold local public body confidences</p> <p>The Head may refuse to disclose information to an applicant if the disclosure could reasonably be expected to reveal a draft of a resolution, bylaw or other legal instrument by which the local public body acts, or the substance of deliberations of a meeting of its elected officials or of its governing body, or a committee of its governing body, if an Act or a regulation under the FOIP Act authorizes the holding of that meeting in the absence of the public.</p>	<p>FOIP Act 23</p>	<p>Designated Senior Administrators*</p>
<p>Authority to withhold advice from officials</p> <p>The Head may refuse to disclose information that is intended to foster the candid exchange of views in the deliberative process involving senior officials and heads of public bodies, and their staff, as well as among officials themselves.</p>	<p>FOIP Act 24</p>	<p>Designated Senior Administrators*</p>
<p>Authority to withhold information harmful to economic and other interests of a public body</p> <p>The Head may refuse to disclose information that could harm the economic interest of the public body.</p>	<p>FOIP Act 25</p>	<p>Designated Senior Administrators*</p>

<p>Authority to withhold testing procedures, tests and audits</p> <p>The Head may refuse to disclose information relating to testing or auditing procedures or techniques, details of specific tests to be given or audits to be conducted, or standardized tests, including intelligence tests.</p>	FOIP Act 26	Designated Senior Administrators*
<p>Authority to withhold privileged information</p> <p>The Head may refuse to disclose information that is subject to any type of legal privilege. May require advice of legal counsel.</p>	FOIP Act 27(1), (2)	Designated Senior Administrators*
<p>Authority to withhold information that is or will be available to public</p> <p>The Head may refuse to disclose information that is or will be available to the public.</p>	FOIP Act 29	Designated Senior Administrators*
<p>FOIP ACT PART 1 FREEDOM OF INFORMATION, DIVISION 3 THIRD PARTY INTERVENTION</p>		
<p>Duty to give third party notice</p> <p>The Head must give notice if considering giving access to a record that may contain information that affects the interests of a third party under section 16 (disclosure harmful to the business interests of a third party) or section 17 (disclosure harmful to personal privacy). FOIP Bulletin #10 – Third Party Notice</p>	FOIP Act 30	FOIP Coordinator
<p>Authority to decide whether to give access to third party information</p> <p>The Head is required to decide whether or not to give access to all or part of the record within 30 days after the third party notice is given.</p>	FOIP Act 31(1)	Designated Senior Administrators*
<p>Duty to give notice of decision</p> <p>Once the college has made a decision on access to third party records, the Head must give written notice of this decision to the applicant and the third party.</p>	FOIP Act 31(2)	FOIP Coordinator
<p>FOIP ACT PART 1 FREEDOM OF INFORMATION, DIVISION 4 PUBLIC HEALTH AND SAFETY</p>		
<p>Authority to disclose information in public interest</p> <p>Whether a request is received or not, the Head must, without delay, disclose to the public, to an affected group of people, of the person or of the applicant information about a risk of significant harm to the environment or to health or safety. Also included is information, for any other reason, is clearly in the public interest. IMPORTANT: This section applies despite any other section of the Acts.32(2).</p>	FOIP Act 32(1)	FOIP Head
<p>Duty to give notice to third party, Commissioner</p>	FOIP Act 32(3), (4)	FOIP Coordinator

When disclosing in the public interest, the Head must notify any third party to whom the information relates, give the third party an opportunity to make representations and notify the Commissioner.		
FOIP ACT PART 2 PROTECTION OF PRIVACY, DIVISION 1 COLLECTION, CORRECTION, PROTECTION OF PERSONAL INFORMATION		
<p>Ensuring authorized purpose of collection</p> <p>This section provides that no personal information may be collected by or for the Institution unless it is expressly authorized by or under an enactment of Alberta or Canada, the personal information is collected for the purposes of law enforcement, or it relates directly to and is necessary for an operating program or activity of the College.</p>	FOIP Act 33	Designated Senior Administrators*
<p>Authority to set aside collection requirements</p> <p>Requirements of section 34(1) [collecting directly from an individual] and 34(2) [notification of collection, e.g. FOIP notifications on forms] may be set aside if in the opinion of the head compliance with these provisions could reasonably be expected to result in the collection of inaccurate information. Use authority only in very limited circumstances.</p>	FOIP Act 34(3)	Designated Senior Administrators*
<p>Authority to decide on requests for correction of personal information</p> <p>Authority to make decisions regarding requests to correct personal information.</p>	FOIP Act 36	Designated Senior Administrators*
<p>Authority to transfer a request for correction</p> <p>Authority to transfer a request for correction to personal information to another public body within 15 days of receiving the request.</p>	FOIP Act 37	Designated Senior Administrators* FOIP Coordinator
<p>Duty to ensure protection of personal information</p> <p>The Head must protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or destruction.</p>	FOIP Act 38	All employees
FOIP ACT PART 2 PROTECTION OF PRIVACY, DIVISION 2 & REGULATION, USE AND DISCLOSURE OF PERSONAL INFORMATION & CONSENTS		
<p>Establishing rules for electronic and oral consent</p> <p>Regulation Section 7 sets out the criteria for a public body to accept electronic and oral consents. FOIP Bulletin #17 – Consent and Authentication</p>	Reg. 7(5)a 7(6)a	Designated Senior Administrators*
FOIP ACT PART 4 OFFICE AND POWERS OF THE INFORMATION AND PRIVACY COMMISSIONER		

<p>Authority to ask the Commissioner for advice</p> <p>The Head may ask the Commissioner to give advice and recommendations on any matter respecting any rights or duties under the Act.</p>	FOIP Act 54(1)	FOIP Head FOIP Coordinator
<p>Authority to request Commissioner to disregard requests</p> <p>In rare instances, the Head may ask the Commissioner to authorize the public body to disregard certain requests if it is repetitious or systematic in nature and processing would unreasonably interfere with operations or amount to an abuse of the right to make requests; or if the request is frivolous or vexatious.</p>	FOIP Act 55	FOIP Head
<p>Authority to require Commissioner to examine records on site</p> <p>If a public body is required to produce a record and it is not practicable to make a copy of it, the head of a public body may request that the Commissioner examine the original at the site of the public body.</p>	FOIP Act 56(4)	FOIP Head
<p>FOIP ACT PART 5 REVIEWS AND COMPLAINTS, Division 1 Reviews by the Commissioner</p>		
<p>Right to make representations to the Commissioner</p> <p>Section 69 sets out Commissioner’s inquiry process and conditions surrounding representation by public body.</p>	FOIP Act 69(3), (5), (6)	Designated Senior Administrators* FOIP Coordinator
<p>Duty to discharge burden of proof</p> <p>Section 71 establishes where the burden of proof lies in various situations relating to access to records. FOIP Bulletin #9 – Burden of Proof</p>	FOIP Act 71	President, Vice Presidents
<p>Duty to comply with Commissioner’s Order</p> <p>The head must comply with a Commissioner’s Order no earlier than 45 days after the Order and no later than 50 days after the Order.</p>	FOIP Act 74	FOIP Head
<p>FOIP ACT PART 6 GENERAL PROVISIONS</p>		
<p>Authority to disclose to guardian of a minor</p> <p>If the individual is a minor, a guardian may exercise any right or power under the Act. Disclosure may be limited to circumstances where, in the opinion of the Head, the exercise of the right or power by the guardian would not constitute an unreasonable invasion of the personal privacy of the minor.</p>	FOIP Act 84(1)e	Designated Senior Administrators*
<p>Duty to publish a directory of the body’s personal information banks and keep it current</p> <p>The Head is responsible for maintaining and publishing a directory of its personal information banks either in printed or electronic format.</p>	FOIP Act 87.1(1), 4	FOIP Coordinator

<p>Duty to record uses or disclosures of personal information not included in directory</p> <p>Used or disclosed personal information for a purpose that is not included in the directory, a record of the new purpose must be kept.</p>	FOIP Act 87.1(3)	Designated Senior Administrators*
<p>Authority to specify categories of records available without formal request.</p> <p>The Head may specify categories of records that will be made available to the public without a request, thereby taking a proactive approach by setting up channels for the release of information and identifying records that are available without a FOIP request.</p>	FOIP Act 88(1)	Designated Senior Administrators*
<p>Authority to require a person who asks for a copy of an available record to pay a fee to the public body, unless such a record can otherwise be accessed without a fee.</p>	FOIP Act 88(2)	Designated Senior Administrators* FOIP Coordinator
<p>Duty to make manuals available</p> <p>The Head must provide facilities for the public to inspect manuals, handbooks or guidelines used in decision making for programs and activities that affect the public. Bulletin #3 – Manuals and Reading Rooms</p>	FOIP Act 89	Designated Senior Administrators*
<p>FEES</p>		
<p>Authority to assess and collect fees</p> <p>The Head must give written notice within 30 days to the applicant regarding the decision to grant or refuse a fee waiver request.</p>	FOIP Act 93	FOIP Coordinator
<p>Authority to waive fees</p> <p>Fees may be excused if, in the opinion of the Head, it is fair to excuse the payment and if the applicant makes a request in writing. Fee waivers can also be granted if, in the opinion of the Head, the record relates to a matter of public interest. Bulletin #2 - Fee Waivers</p>	FOIP Act 93(4)	Vice Presidents
<p>Duty to give notice of decision to grant or refuse waiver request</p> <p>The Head must give written notice within 30 days to the applicant regarding the decision to grant or refuse a fee waiver request.</p>	FOIP Act 93(4.1)	FOIP Coordinator

***Designated Senior Administrators:**

Provost and Vice President Academic
Vice-President, Corporate Services and Chief Financial Officer
Vice-President, People and Planning
Director Planning - (**FOIP Coordinator**)
Director, Development and Alumni Engagement
Executive Director, Advancement
Registrar
Dean Student Affairs

Academic Deans
Associate Vice-President, Applied Research
Director, Financial Services
Director, Facilities Management
Director, Information Technology Services
Director, Corporate and Continuing Education