Archives, Recorded Information Management, and Freedom of Information and Protection of Privacy (Formerly GP 15)

1. The University Archives serves the University as a whole and its primary objective is the gathering and dissemination of knowledge. It has as its first priority, the acquisition, appraisal, preservation and use of archival records relating to the history, organization, function and structures of Simon Fraser University. A second priority of the University Archives is to develop manuscript collections which parallel and complement research resources established by the University. These records and manuscripts include all media and several technologies, e.g. photographs, computer files, etc.

2. An Archives, Recorded Information Management and Freedom of Information/Protection of Privacy Committee shall be appointed and operate as contemplated by this policy and Appendix I attached.

3. The Archives of the University include:
   a. Official Records of Simon Fraser University: those records created, received and accumulated by all University offices and officers and by the various governing bodies of the University. These records (which evidence the functions, policies and decisions of the University) include correspondence, reports, minutes, registers, directives, announcements, publications, architectural and building plans, and other material produced by the University in pursuance of its functions. This does not include personal material, such as student, medical and personnel records.
   b. Non-Official Records of Simon Fraser University: records of University related activities (such as the Student Society and Faculty Association), manuscripts and papers which reflect the life of the University community (such as the private papers of faculty, staff and alumni) and publications of student, faculty and alumni organizations which relate to some aspects of University life.
   c. Historical Research Records: those records and manuscripts acquired by the University Archives which are primary source material that enhance the resources of the University’s teaching and research programs and complement the secondary sources in these fields held by the University Library. The extent of these records and manuscripts will be monitored by the Archives and Recorded Information Management Sub-Committee.

4. Official records of Simon Fraser University are the property of the University. Officers leaving or relinquishing their positions with the University shall leave all official records for their successors.

5. Private papers may be deposited in the Archives, on terms agreed to by the owner and the University Archivist in accordance with rules and guidelines from time to time approved by the Archives and Recorded Information Management Sub-Committee after consultation with the University Archivist.

6. The University Archivist shall develop for the approval of the Archives, Recorded Information Management and Freedom of Information/Protection of Privacy Committee a Records Management Program to facilitate the retention and transfer of permanently valuable records to the University Archives, the recording of records not required in their original form and the disposition of unneeded and valueless records. The Program and material amendments shall be transmitted to the Board of Governors for its information. The University Archivist shall implement and monitor the operation of the Program in consultation with the Archives, Recorded Information Management and Freedom of Information/Protection of Privacy Committee.
7. Public access to official University records transferred to the Archives Department shall be
determined by B.C.’s Freedom of Information and Protection of Privacy Act.

8. The University Archivist may develop and implement regulations concerning the use and day-to-day
operation of the University Archives. All regulations shall be provided for information to the
Archives, Recorded Information Management and Freedom of Information/Protection of Privacy
Committee.

9. Each University office shall designate a person in the office to function as a records officer who shall
be responsible for records management within that office, with the advice and assistance of the
Records Manager of the University Archives.

10. All University records in the possession of a University office shall be dealt with by that office in
accordance with the Records Management Program and the University Archives regulations.

11. The University Archivist has final authority to approve all Records Retention Schedule and Disposal
Authorities (RRSDA) prepared by the Archives Department.

APPENDIX 1

Archives, Recorded Information Management and Freedom of Information/Protection of Privacy
Committee Terms of Reference

This Committee is advisory and responsible to the President.

A. Purpose

Archives and Recorded Information Management Sub-Committee

To advise the President and Vice-Presidents on:

1. Policies, procedures and standards needed to ensure effective archival and recorded
information management at SFU.
2. The Archives' acquisition mandate, collection policy and strategy, including its relationship
to other repositories that also collect archives at SFU and within the B.C. and Canadian
archival system.
3. Implementing archival descriptive standards as part of the University's records
management program.
4. Managing electronic records and using computer technology applications and solutions in
records management and archival operations.
5. A vital records program and preservation assessment, planning and action as a means of
preserving SFU’ archives.
6. Staff training, public awareness, communications and outreach initiatives.
7. Measures promoting the value of recorded information management and archives as a
means of effective and efficient administration and as an academic resource for teaching,
research and learning.
8. Records scheduling issues and priorities.

Freedom of Information and Protection of Privacy Sub-Committee

To advise the President and Vice-Presidents on:

1. Policies, procedures and standards needed to ensure statutory compliance with the FOI/POP
Act.
2. Changes to administrative practices promoting access and privacy information rights.
3. Communications, staff training and awareness priorities needed for effective fair
information practices.
4. Identifying University information that could be released routinely.
5. Computer technology applications that facilitate providing access to information and that
protect personal information and privacy.
B. Membership

Archives and Recorded Information Management Sub-Committee

1. Vice-Presidents, Academic (or nominee)
2. Vice-President, Finance and Administration (or nominee)
3. Registrar (or nominee)
4. Director, Academic Computing Services (or nominee)
5. University Librarian (or nominee)
6. Alumni Relations/Development Office
7. Media and Public Relations
8. Faculty Administrator
9. Faculty Member
10. Departmental or Administrative Assistant
11. Undergraduate or Graduate Secretary
12. Student
13. University Archivist (ex-officio)

Freedom of Information and Protection of Privacy Sub-Committee

1. Vice-Presidents, Academic (or nominee)
2. Vice-President, Finance and Administration (or nominee)
3. Vice-President, Research (or nominee)
4. Registrar (or nominee)
5. Director, Academic Computing Services (or nominee)
6. Director, Human Resources (or nominee)
7. Director, Campus Community Services (or nominee)
8. Alumni Relations/Development Office
9. Faculty Administrator
10. Departmental or Administrative Assistant
11. Student
12. University Archivist (ex-officio)

C. Method of Appointment

Members shall be appointed by the President on recommendation from the Vice-President, Academic. Ex-officio members shall serve by virtue of their office.

D. Terms of Office

Members shall serve staggered two year terms, effective May 1. They shall be eligible for re-appointment. Ex-officio members shall serve for the periods of their tenure in office.

E. Committee Chairs

Each Sub-Committee shall have a Chair who shall be appointed by the President on recommendation from the Vice-President, Academic from the membership of the Sub-Committee. Chairs shall serve staggered two year terms, effective May 1. They shall be eligible for re-appointment. The University Archivist shall serve as Secretary to the Committee.

F. Committee Procedures

Whole Committee

1. The Committee shall meet at least annually in May. Meetings shall be at the call of the Co-Chairs.
2. Each co-chair will chair every second meeting.
3. Each committee member shall be entitled to one vote.
4. A committee member may have a substitute attend in her/his absence.
5. The University Archivist shall report annually to the Committee through the Dean of Student Services on matters concerning the Archives Department.
6. The Committee shall determine any other procedures by which it operates.

Archives and Recorded Information Management Sub-Committee

1. The Committee shall meet at least twice annually in November and April. Meetings shall be at the call of the Chair.
2. Each committee member shall be entitled to one vote.
3. A committee member may have a substitute attend in her/his absence.
4. The committee may call upon expert resource persons as needed to assist it with specialized issues.
5. The University Archivist shall report annually to the Committee through the Dean of Student Services on matters concerning the University's archival and recorded information management programs.
6. The Committee shall determine any other procedures by which it operates.

Freedom of Information and Protection of Privacy Sub-Committee

1. The Committee shall meet at least twice annually in October and March. Meetings shall be at the call of the Chair.
2. Each committee member shall be entitled to one vote.
3. A committee member may have a substitute attend in her/his absence.
4. The committee may call upon expert resource persons as needed to assist it with specialized issues.
5. The University Archivist shall report annually to the Committee through the Dean of Student Services on matters concerning the University's archival and recorded information management programs.
6. The Committee shall determine any other procedures by which it operates.