Electronic Data Retention Policy

Category: Governance
Audience: All University Employees and Students
Issued: January 26, 2020
Owner: Vice President Finance and Administration
Approved by: Board of Governors
Contact: Secretary to Board of Governors

Introduction

This policy defines the storage and retention parameters that are applied to electronic data at First Nations University of Canada. With the increased use of electronic documents for business, it is necessary to implement a set of rules to determine how digital information is kept, and what happens to employee and student data after they leave the institution.

This policy applies to all employees, students and contractors at First Nations University of Canada who create electronic documents and all company, work-related, and personal documents stored on desktop/laptop machines, company email servers, the company network, file servers, and cloud storage.

Definitions

Company
First Nations University of Canada.

Data Retention Period
Data Retention Period refers to the length of time that a type of data will be stored and available. This includes via backup media and currently accessible methods.

Electronic Data
Any email, files or student files as defined below.

Email
Email refers to any electronic message sent or received by an employee.

Files
Files refers to any electronic files stored on company-owned computers, laptops, networks, servers, mobile devices or on company-licensed cloud storage.
Student Files
Student files are any electronic files created by actively registered students, stored on company-owned computers, laptops, networks, servers, mobile devices or on company-licensed cloud storage.

Policy

Electronic data is an integral part of First Nations University of Canada’s operations and therefore must be managed and stored as efficiently as possible while ensuring necessary access. Data storage is expensive and keeping all data forever will cost the organization far more than any benefit received.

What types of data fall under this policy?
Data retention at First Nations University of Canada applies to all electronic data. Individual departments may implement similar processes for paper documents.

How long is data kept?
With the publication of this policy, First Nations University of Canada will retain information based on the following schedule:

<table>
<thead>
<tr>
<th>Data type</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td>1 year</td>
</tr>
<tr>
<td>Employee Files</td>
<td>2 years</td>
</tr>
<tr>
<td>Student Files</td>
<td>2 years</td>
</tr>
</tbody>
</table>

Electronic data for employees and students will be available for as long as they are an active employee or student of First Nations University of Canada. The above schedule refers to the retention of historical data after the employee or student is no longer active.

Employee Turnover
When an employee leaves the organization, access to their electronic data will be given to the Manager, to be provided to any future employee at the Manager’s discretion. In the case of the President, the Board of Governors will act in lieu of a Manager. Incumbent Presidents may request access to the data of past Presidents by formal notice to the Board of Governors. Managers may delete any electronic data at the end of the retention period.
Role and Responsibilities

Director of Information Technology

▪ Ensure all applicable electronic data is available for active employees and students.
▪ Ensure all electronic data is backed up appropriately to enable and enforce the retention policy.
▪ Enable inactive employees and students to request access to their electronic data within the retention policy.

First Nations University of Canada Managers

▪ Take ownership of inactive employee electronic data after they leave the organization.

Board of Governor’s

▪ Act in the role of the President’s manager to take ownership of the president’s electronic data after they leave the organization. Release the data to incumbent Presidents upon formal written notice.

Consequences for Noncompliance

Mismanagement of University records has financial, legal and/or reputational consequences for the institution.

Any University employee or student who does not follow this policy may be subject to disciplinary action.

Related Information

See the following documents for additional information.

▪ University of Regina GOV-070-005 Records and Information Management
▪ University of Regina GOV-070-007 Digital Preservation