



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL POLICY

TOPIC:

ELECTRONIC RECORDS

Policy No.	PA-613	Division	Public Affairs and Advancement
Supersedes	n/a	Board Policy Ref.	GP-RR-904
Related Procedure	PA-613-PR	Effective Date	June 25, 2024

1. PURPOSE AND SCOPE

The purpose of the Electronic Records Policy (the Policy) is to designate the electronic version of a document as the official college record under section 4.1 of the *Management of Information Act*.

The Policy includes all records created by and/or received by College of the North Atlantic (CNA) in which either:

- the original document was generated and/or received in electronic format with the print copy being identical to the original document(s); or,
- the original paper document has been scanned in accordance with this Policy and Procedure and stored in one of the appropriate storage sites set out by the department responsible.

2. POLICY

On January 11, 2011, the Government Records Committee (GRC) determined that the GRC does not need to approve a department's intention to designate the electronic version of a record as their official government record.

This policy enables CNA departments, with the support of the Information, Access, and Privacy Office (IAP), to designate the electronic version of a document as the official college record.

Section 4.1 of the *Management of Information Act* addresses electronic records. Section 4.1 states:

Electronic information

4.1 (1) A requirement under this Act to retain a record is satisfied by the retention of electronic information where

- (a) the electronic information is retained in the format in which it was made, sent or received or in a format that does not materially change the electronic information that was originally created, sent or received; and
- (b) the electronic information will be accessible, and capable of being retained for subsequent reference, if required, by a person who is entitled to have access to the information or who is authorized to require its production.

(2) Where the electronic information was sent or received, the requirement in subsection (1) is only met where information that identifies the origin and destination of the electronic information and the date and time when it was sent or received is also retained.

(3) Nothing in this section prevents the disposal of electronic records according to a process or schedule approved under this Act.

3. PROCEDURE

The Associate Vice President of Public Affairs shall ensure that procedures are developed and implemented in accordance with this Policy.

Approval History Approved by President June 25, 2024
--