



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL PROCEDURE

TOPIC: ELECTRONIC RECORDS

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

PROCEDURE

1.0 Storage of Records and Metadata

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

- All records must be stored in the appropriate storage site (physical or electronic) as set out by the department responsible, in consultation with the Information, Access, and Privacy Office (IAP), in accordance with CNA's Records and Information Management [Policy](#) and [Procedure](#) (PA-603 & PA-603-PR).
- Metadata requirements for a record series must be documented by the department responsible for that record series. A copy of that documentation (and any updates) must be provided to the IAP to ensure the awareness of the college's IM Governance Committee.

2.0 Documents Whereby the Original is Electronic

If the original document is electronic, then this is the original/official college record. Thus, the electronic record must be treated as such and catalogued in appropriate storage site set out by the department responsible.

The college e-mail system is not an appropriate storage site, and the college prohibits the use of e-mail/email archives for this purpose.

2.1 Storage of Electronic Files

Records that were received electronically must adhere to the following, in accordance with section 4.1 of the *Management of Information Act* (MOIA):

Where the electronic information was sent or received by e-mail the origin and destination of the electronic information and the date and time when it was sent or received must be captured with the record (for example converted to Adobe PDF format). The individual email item must be removed from the email system within 30 days.

Records must be retained in the format in which they were created, sent or received or in a format that does not materially change the electronic information that was originally created, sent or received; (for example an attached MS Excel spreadsheet should be retained as such).

2.2 Naming and Metadata

All documents are to be saved using the appropriate naming convention set out by the department responsible.

Any metadata deemed necessary deemed necessary by the department responsible Where applicable, all metadata fields must be completed accurately.

3.0 Documents Whereby the Original is Paper

If the records are created as a result of scanning paper records, then the paper records can be treated as transitory records and disposed of accordingly once a quality assurance check is completed on the electronic record.

In order for the electronic version of a paper record to be designated as the official college record the authenticity, reliability, integrity, and usability of the record must be retained in the electronic versions, in accordance with section 4.1 of the MOIA:

3.1 Scanning in colour versus black and white

When a document contains colour, whether it be graphics, text or a signature, that item must be scanned in colour. If the item contains no colour whatsoever, scanning in black and white is acceptable.

All documents are to be scanned as close to its original format as possible. In other words, no stamps or markings of any kind are to be put on the item until after it has been scanned and filed in the appropriate storage sites set out by the department responsible.

3.2 Scan type and quality

All documents are to be scanned in 300 dpi Optical Character Recognition (OCR) to ensure reproducibility and integrity of the record contents; as well as document content searchability.

3.3 Naming and Metadata

All documents are to be saved in the appropriate storage site set out by the department responsible using the appropriate naming convention.

Where applicable, all metadata fields deemed necessary by the department responsible must be completed accurately.

4.0 Retention and Disposal of the Paper Copy

4.1 Scanning Projects

The document must be scanned in keeping with Section 4.1 and 4.2 of the MOIA and checked for quality assurance.

The Conversion of Paper to Electronic Records Inventory Form (Appendix 1) must be completed.

The paper copy of the records may then be filed and retained for a 30-day period. Once the 30-day period is up the paper copies must be securely shredded and the destruction date noted on the Form.

4.2 Routine / Daily Scanning of Records

The document must be scanned in keeping with Section 4.1 and 4.2 of the MOIA and checked for quality assurance. Once the quality check is completed the paper copies can be securely shredded.

The Conversion of Paper to Electronic Records Inventory Form is not required as part of this business practice.

Approval History	
Approved by President	June 25, 2024