



Recognition of the born-digital record as the official record.

McGill University is moving towards an electronic environment for its administrative records. This includes recognizing that born-digital records are considered an official record, and are subject to the McGill University Records Retention Schedule (MURRS) and managed in accordance with University policy, and applicable provincial and federal legislation, regulations and guidelines.

Further to the Board of Governors' recognition and approval of the substitution of digital copies for an original record, McGill University recognizes and authorizes the creation of an original record in a digital format as an official record. Born-digital records are subject to the University's records retention schedules, in accordance with the University's record management policy and procedures.

McGill University recognizes that born digital records are regularly used as part of the University's usual and ordinary course of operations. Therefore, these records are to be kept in a secure environment to ensure their integrity, and protection. Born-digital records will be managed in accordance with appropriate university policy and provincial and federal legislation, regulations and guidelines.

Approved: Board of Governors May 21, 2015 Minute 18.1
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