

Memorandum

TO: Board of Governors
FROM: Professor Anthony Masi, Provost
SUBJECT: Electronic Records Retention Initiative: Digital format as an official record
DATE: May 21, 2015
DOCUMENT #: GD14-48

ACTION REQUIRED: INFORMATION APPROVAL/DECISION

ISSUE & EXPECTED OUTCOME: The Board is asked to authorize the University to implement the use of a digital record that would be recognized as the official University record.

BACKGROUND & RATIONALE: Further to the Board of Governors' April 28, 2015 recognition and approval of the substitution of digital copies for an original record, it is proposed that the Board authorize McGill University to use the 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.

This initiative will be considered as part of the update for McGill University Records Retention Schedule (MURRS). MUURS is a compilation of general rules and McGill University record keeping practices. The rules are applied to a diversity of McGill records according to records management standards.

ALIGNMENT WITH MISSION AND STRATEGIC PRIORITIES: Modernizing the University's records retention systems will allow the University to carry out its mission more efficiently and sustainably in the years to come.

COMPLIANCE WITH UNIVERSITY POLICY: Digital records are managed in accordance with University policy and practices.

COMPLIANCE WITH LEGISLATION/ EXTERNAL REGULATIONS: The implementation of this initiative complies with the requirements of external granting agencies and provincial and federal legislation.

RISK FACTORS: The implementation of this electronic records retention initiative will need to take place in a controlled manner as to ensure quality control and the preservation of the integrity of McGill's records.

IMPACT OF DECISION AND NEXT STEPS: The University will provide appropriate training for members of the McGill community affected by this initiative.

**MOTION OR
RESOLUTION
FOR APPROVAL:**

Be it resolved that the Board of Governors, on the recommendation of the Provost, approve the adoption of the born-digital record as the official record of McGill University.

APPENDICES:

Appendix A: Adoption of born-digital record as the official record of McGill University.



May 21, 2015

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.