



Substitution of an e-version as Official Record

McGill University authorizes the substitution of digital copies for an original record and the destruction of that record following successful capture of the digital copy, as per the retention schedule. Original records that must be retained in their native format may not be destroyed. Otherwise, the digital copies are to be recognized as the official record, and thus subject to the University's records retention schedules. This is in accordance with the University's record management policy and procedures.

McGill University acknowledges that digital copies of original records are regularly used as part of the University's usual and ordinary course of operation to make business decisions, and that the information is the same for both formats. In addition, the digital records must be kept in a secure environment to ensure the integrity and security of the record. This is in accordance with appropriate university policy and provincial and federal legislation, regulations and guidelines.

Approved: Board of Governors April 28, 2015 Minute 12
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