



Records Management Policy

1. Introduction

The College of Acupuncturists of Alberta (College) is responsible for regulating the Acupuncturist Profession under the *Health Professions Act* (Act). The Act requires the College to keep certain records for 10 years, as set out in s.121. The College sets records management requirements for other records in its custody or control. **Records** are valuable resources and assets created to meet operational, legislative, financial, and historical requirements. **Records** under the custody and control of the College are managed as part of the usual and ordinary course of business at the College. **Records** may exist in multiple formats, such as paper and electronic formats, and must be managed throughout the **information lifecycle** in accordance with applicable policy, procedures, and standards.

2. Purpose

The purpose of this policy is to establish a framework for the effective and consistent creation, organization, maintenance, and disposition of records.

3. Definitions

Accuracy: the record is correct, truthful, free of error or distortion.

Information lifecycle: the series of stages that a record follows during its lifespan from when it is created/collected through to its classification/organization, use, maintenance, preservation, and destruction.

Individual acting on behalf of the College: includes employees, Council members, Regulatory Committee members, consultants, and contractors.

Integrity: the record is preserved without any alteration that would impair its use as an authentic record.

Privacy: there are rules that govern collection, use, disclosure, and disposal of personal information.

Record: documents, data, or information in any form or in any medium, whether in written, printed, photographic or electronic form or any other form, but does not include a computer program or other mechanism that can produce a record.

Reliability: the record is trustworthy as a statement of fact.

Security: protocols are in place to protect records from being accessed by unintended individuals.

4. Policy

4.1 The College is accountable for protecting the **privacy, security, accuracy, reliability, and integrity** of records.

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- 4.2 All individuals creating or collecting **records** on behalf of the College are responsible for ensuring **records** are created, managed, used, preserved, and destroyed in accordance with this policy and all associated records management policies, procedures, and standards.
- 4.3 The College will actively ensure employees are made aware of records management policies, standards, and procedures as well as any changes to those policies, standards, and procedures.
- 4.4 The College will prepare, maintain, and use a records retention and disposition schedule.

5. Authority

This policy is established under the authority of Corporate Governance Policy G.1.2, which delegates the authority for the Executive Director to establish policies and procedures for the management and operation of the College for regulatory program policies.

6. Scope

Compliance with this document is required by all **individuals acting on behalf of the College**.

7. Related Policies and Procedures

- Records Management Procedure

8. Version History

Date	Notes
August 10, 2023	Approved by Registrar and Executive Director

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