

## **POLICY ON RECORDS MANAGEMENT AND THE AMS ARCHIVES**

### ***Preamble***

The purpose of this policy is, first of all, to ensure that the Alma Mater Society preserves its records and documents, whether hardcopy or electronic, so that it can function effectively and preserve its institutional memory.

Secondly, this policy is meant to ensure compliance with privacy legislation and also to establish guidelines for confidentiality.

Finally, this policy is meant to ensure the preservation of and access to information about the Society that may be of interest to the Society's members and the general public.

### ***Principles***

- 1) All hardcopy and electronic reports, correspondence, minutes, and other records of Council and its committees, the Executive, the Commissions, the Services, the Resource Groups, the business outlets, the General Manager, the Staff, and other AMS members acting on behalf of the Society ("the Records") are the property of the Society and shall remain with the Society to be kept at its offices.
- 2) When the Records are no longer needed for current use, those that may be of future use to the Society or that must be preserved for legal purposes shall be transferred to the AMS Archives.
- 3) The AMS Archives, in conjunction with the relevant AMS departments, shall establish how long records shall be kept once they are no longer needed for current use.
- 4) The Executive, the chairs of all Council committees, the General Manager, and the Staff shall co-operate with the AMS Archives in making sure the Records are preserved.
- 5) The AMS Archives shall arrange for the shredding of those records that are no longer needed but which include personal or other confidential information.
- 6) The AMS Archives shall ensure that records of historical value are preserved and made available to the public, subject to the restrictions related to confidentiality enumerated elsewhere in this policy.
- 7) The AMS Archives may enter into agreements with the University Archives for the long-term preservation of the Society's records.
- 8) In accordance with Bylaw 18, the Records shall be made available to the Society's members. In general, the Records shall also be made available to the general public.

However, the following exceptions and conditions will be observed for both the Society's members and the general public:

- a. In accordance with the BC Personal Information Protection Act (PIPA), no individual's personal information shall be disclosed without that individual's consent.
- b. Information subject to solicitor-client privilege shall not be disclosed except as authorized by the President or the General Manager.
- c. Any one member of the Executive, including the President, and any one member of the Agenda Committee other than the President may together declare themselves a Joint Confidentiality Group (JCG). A JCG may declare confidential any information which, if made available, could reasonably be expected to harm negotiations between the Society and a third party or disrupt an ongoing investigation involving the Society.
  - i. Such a declaration of confidentiality shall specify for how long the information shall remain confidential and shall also specify who within the Society shall have access to the information.
  - ii. The declaration shall be reported to the Agenda Committee.
  - iii. Council may at any time, by a Two-thirds (2/3rds) Resolution, require the information to be produced for it at an in camera session.
  - iv. The General Manager may act as one of the two members of a JCG if, for reasons including but not limited to conflict of interest, either the members of the Executive Committee or the members of the Agenda Committee member are ineligible to serve on the JCG.
  - v. If the members of both the Executive Committee and the Agenda Committee are ineligible, a JCG may be constituted by the General Manager together with the Privacy Officer.
- d. Contracts between the AMS and outside organizations.
  - i. Contracts with outside organizations may be shown to the Society's members but shall not be copied for distribution or circulated in hardcopy or electronic form. Members who wish to see such contracts must first sign a non-disclosure agreement.
  - ii. Contracts with outside organizations are not to be shown to members of the general public, unless the outside organization consents to the disclosure of all or part of the contract. If the outside organization consents to the disclosure of a part only, then only that part may be disclosed.
- e. Unapproved draft minutes of Council and its committees, the Executive Committee, and the Commissions may be shown to the Society's members and the general public but shall not be copied for distribution or circulated in hardcopy or electronic form.

- f. In accordance with the AMS Code, minutes of in camera sessions of Council shall not be made public except to current members of Council and other individuals designated by Council.
- g. There shall be no disclosure of information which, if made available, might compromise the security of the Student Union Building, a computer system, or a communications system.
- h. There shall be no disclosure of sensitive business information, such as information about business strategies or detailed information on revenues or expenditures for individual Society businesses, which, if made available, might jeopardize the competitive position of the Society.