



Designated Records Officers

The effective management of University information assets is a responsibility shared by all employees. In addition to helping the University meet its legal and regulatory requirements, an effective records and information management (RIM) program will benefit individual employees and University units in many ways, including:

- Improving access to information and supporting better decision making
- Controlling the growth and retention of records to reduce physical and electronic storage space needs
- Reducing time spent searching for information and improving efficiency
- Minimizing litigation risks and providing an audit trail of important decisions and transactions
- Protecting vital and historical records

Heads of academic and administrative units have overall accountability for the management of records and information generated by the activities of their unit. To support the day-to-day implementation of the University's RIM program, the University's [Records Management Policy](#) requires all units to assign at least one staff member to liaise with the Records Management department as their primary contact(s) for RIM. These individuals should be knowledgeable about the current recordkeeping practices within the unit.

Designated Records Officers (DROs) play an integral role as the steward of records and information in each unit, ensuring that records management is an ongoing process, and not a one-time occurrence. In addition to undertaking their regular duties, a Designated Records Officer has two main responsibilities with regard to RIM, which should be incorporated into their position description:

1. Provide leadership and support to record and information creators and keepers in their unit.

Primary activities associated with this role include:

 - Serving as a front-line resource in their unit for RIM at the University.
 - Supporting appropriate records and information classification, transfer, and disposition in their unit, according to the [University of Lethbridge Classification System \(ULCS\)](#) and established procedures.
2. Liaise with, and provide feedback to, the Records Management department on the development, implementation, and enforcement of the RIM program. Primary activities associated with this role include:
 - Identification of issues, opportunities, and training needs in their unit.
 - Responding to specific requests by searching, locating, retrieving and delivering records or information through established procedures.
 - Identification of relevant records series and/or retention schedules within the ULCS that should be reviewed, developed, and/or updated.
 - Coordinate purge days within their unit.
 - Managing the transfer of the unit's inactive records to the Records Management department for storage and/or disposition.

To fulfil these duties, Designated Records Officers will:

- Receive training and support on RIM from the Records Management department
- Join the DRO listserv to stay up to date on RIM procedures and practices, and to exchange information with DROs across the University
- Have access to the Records Management Records Request system

The head of the unit should email records@uleth.ca with the name(s) of the Designated Records Officer(s) for their unit.