During this past year, the board Secretary (Grant Hughes) and Office Manager (Lou Schmidt) have worked with UVic Archivist Dave Young on the development of a Records Management Policy for the UVRA.

The purpose of this policy is to:

- ensure that UVRA Records are created, used, disposed of and preserved in a systematic manner, compliant with relevant legislation;
- ensure that Access is provided to Records in compliance with the Personal Information Protection Act (PIPA);
- define authorities, responsibilities, and accountabilities for Records Management.

The Board of Directors has oversight on policies, procedures, strategies and guidelines needed to:
- establish and maintain a UVRA-wide framework to manage UVRA Records;
- meet the UVRA's business, legal and fiscal requirements; and
- ensure preservation of the UVRA's corporate memory through selecting Records for permanent retention.

The Secretary is responsible for:
- maintenance of the UVRA’s Records Management program, including the UVRA Records classification, retention, and disposition plan;
- developing Records Management policy and procedures, and providing standards and guidelines to assist Units in the implementation of Records Management;
- providing Records Management training and advisory services to Units; and
- providing access to those UVRA Records selected for permanent retention.

The policy was approved at the May 2018 Board Meeting. The next step is to prepare a “procedures” document and then implement a formal Schedule of Records for the society’s documents.

Respectfully submitted,

Grant Hughes