



MEMO

From the office of the...

Associate Vice-President Internal Governance

TO: SRA Assembly Members
 FROM: Armin Sariaslani - Associate Vice-President: Internal Governance
 SUBJECT: Document Management OP
 DATE: January, 13, 2022

Dear Members of the Assembly,

The following memo is regarding the changes that the IG Committee has decided to make to the Document Management OP. In this new version of this document there are more clear guidelines regarding the storage and transferring of digital files. Furthermore, this OP reduces the ability of the BOD to destroy documents to maintain the integrity of the operation of the MSU.

Section	Current	Proposed	Explanation
2.1	2.1 An organized, uniform system of storing documents will increase the administrative efficiency of the MSU. To facilitate the retrieval and orderly transfer of files;	An organized, uniform system of storing documents will increase the administrative efficiency of the MSU	Simplified and reduced redundancy
2.2	2.2 All files and any associated documentation should be stored in computer files on the MSU server in chronological order. If files are kept on an individual's personal computer those files shall be transferred to the MSU server according to section 3.	Digital files and any associated documentation should be stored on the MSU server in chronological order	The details such as the deadline for file transfers are mentioned in Section 3
2.2.1	2.2.1 At the end of each year (April 30), the files created during that year should be separated into a folder and stored on the MSU server (e.g. 2009-2010)	Removed	These details are mentioned in Section 3
3.1	The transferring of documents refers to moving documents from one's office to the MSU Archives;	The transferring of physical files refers to moving documents from one's office to the MSU Archives;	The distinction is made between physical files vs digital

3.2 in old version 3.1.1 in new version	Documents are to be transferred to the Archives through the administrative assistant. When documents are ready to be transferred to the Archives, documents should be delivered to the MSU Main Office;	Physical files are to be transferred to the Archives through the Executive Assistant. When files are ready to be transferred to the Archives, they are to be delivered to the MSU Main Office.	Appropriate job title is used + specific to physical documents
3.3 in old version 3.1.2 in new version	For the sake of uniformity, the transferring of files will always take place during the first month of each new year (May 1-31).	For the sake of uniformity, the transferring of physical files will always occur during the first month of each new fiscal year (May 1-31).	The content has not changed. The numbering has changed.
3.2 in new version	NA	The transferring of digital files refers to moving documents from one's personal computer whether local or cloud based, to MSU's local or cloud-based servers;	Distinction made between physical and digital files.
6.1 in old version 3.2.1 in new version	MSU departments and personnel should save all files to the MSU server. If files are kept on an individual's personal computer than all files should be transferred to the MSU server at least once per term.	MSU departments and personnel shall save all files to the MSU server. If files are kept on an individual's personal computer, all files shall be transferred to the MSU server by the end of each year (April 30). If there is uncertainty or a lack of access regarding the appropriate system, the Executive Assistant must be contacted to resolve the issue;	The new version provides more specify regarding the procedure involved in storing and transferring digital documents
6.1 in old version 3.2.2 in new version	If it is not possible for an electronic transfer to be made then the files in question will have to be printed and saved in the regular manner and according to the process outlined in Section 3 of this protocol.	If it is not possible for an electronic transfer to be made, the file(s) in question must be printed and saved according to the process outlined in Section 3.1.	Better clarity if this point is made in a separate subsection of the policy
3.3 and 3.3.1 in new version	NA	3.1.1 3.3 If a certain category of digital documents is commonly printed and stored as physical documents, the physical version shall be transferred and stored according to Section 3 and their	The previous policy required people to never erase any digital document. However, it also allowed people to print digital files and transfer the physical copy if a digital transfer was not possible. This

		<p>destruction shall be done according to Section 5;</p> <p>3.3.1 If these documents can also be saved as digital files, the digital version shall be saved and not be destroyed according to Section 5.7.2 and they are to be transferred to MSU's servers according to Section 3.2.</p>	<p>provided a potential for removing digital files by simply transferring them to a physical format. This section aims to prevent this by requiring the digital file to be saved as well in these situations.</p>
5.11	<p>5.11 All of the above directives, excepting those identified above in subsections 5.1 and 5.2, can be countermanded or circumvented as authorized by the Board of Directors or its designate.</p>	Removed	<p>The IG committee felt like this power open up the potential for abuse. Furthermore, section 5.3 of the policy requires us to maintain certain documents for 7 years. This requirement is according to provincial policies. Therefore, this section of the old policy was allowing the members of the BOD to against the law. It should be noted that this part of the policy was removed after consultations with the General Manager of MSU.</p>

If you have any questions or concerns, please do not hesitate to reach out to me via email prior to the meeting.

Kind regards,
 Armin Sariaslani
avpinternal@msu.mcmaster.ca