Database Management

Many university offices use databases to maintain their own records or share records with the larger University of Toronto community. These databases may be administered by a single office, a group of offices, Victoria University as a whole, the University of Toronto, or an external organization.

A fully integrated records management program must also attend to the records that are created, used and maintained on these systems. In many instances, personal student information is included in these databases and, as such, retention and disposition requirements must be attended to.

If the information found in the database constitutes a university record:

- Develop retention and disposition guidelines for database records.
- Develop procedures for regular maintenance, including disposition of data.
- Ensure proper security and back-up of data.
- Contact the Records Manager to develop policy/procedures for specific databases, to ensure they comply.

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