



## Why don't we just keep everything?

### “Storage is cheap”

Reliable storage and backup systems are not actually very cheap, and expensive removable media and storage devices degrade quickly. Their contents may be lost within a few years. Managing storage and maintaining the accessibility of records over time is expensive and requires an infrastructure of people, processes, and hardware & software resources. To control costs and manage records.

## What is appraisal?

Appraisal is the process of determining the length of time records should be retained, based on legal requirements and on their current and potential usefulness. We make appraisal decisions in the context of the whole university rather than on a department-by-department basis. In the Directory of Records we list three types of retention/disposition rationales: legal, administrative, and archival. In this way we seek to be transparent about our appraisal decisions.

### When do we appraise?

By embedding appraisal decisions in the Directory of Records, we hope to avoid



## Appraisal principles/criteria

The following are principles and criteria that the Archives applies during the appraisal process.

**Administrative value** records that enable the university to carry out its functions and enable continuity of service to students. [See what records do I need to keep](#)

**Accountability**: the university's obligations to students, faculty members, staff, its community, the public, and government to be accountable for its actions and decisions.

**Institutional memory** records that provide evidence of the culture, activities, and **changing** of the university and its academic programs over time.

## Contacts

University Archives website <http://www.uvic.ca/library/locations/home/archives/index.php>

Records Management Program website <http://www.uvic.ca/recordsmanagement/index.php>

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