**Physical Security and Access to Physical Records**

Surveying the current level of security and access controls to department physical records assists UFV in protecting and securing valuable records and information holdings. It also supports the appropriate environmental management and control of existing records which align with the RIM Implementation Project. The information provided in response to this questionnaire will directly inform the development of a standard protocol and practice for security of, and access to physical records at UFV.

It is the responsibility of each department to manage records in its custody and control. Robust and comprehensive physical security requirements and access controls are integral to building a functional and successful Records and Information Management Program. This ensures a cohesive process and practices for all employees, visitors, volunteers and contractors at the University are in place to safeguard information.

Department:

Records Steward(s):

Manager name:

Does your department currently hold a file list or inventory of physical records? Yes  No

If yes, please provide an inventory or file listing.

Where are your physical records located?

Campus

Building location

Check all that apply:

* Individual office(s)
* File room
* Cabinets in common area(s)/secured room(s)
* Offsite (e.g. Iron Mtn)
* Chilliwack Storage
* Other  , please provide

What is the current security and access controls to physical records in your department (Physical lock and key, access card, etc.)?

How often is access to physical records reviewed and audited?

How is physical access to records managed and controlled in your department? How is access approved?

Do staff remove physical records from the workplace? If so, for what purpose and how are records protected during transit?

What is the current process for removing access provisions to records when employees leave the department temporarily and permanently?

Are you aware of circumstances where there is physical access to physical records that should not be occurring? If so, please explain

Do departments outside of your area require access to physical records? Yes  No

If yes, list the departments that require access and the operational requirement(s) (For example, Office of the Registrar may require access to program level student records in order to confirm/process/identify/implement…)