

# Vancouver School of Theology

## Case Study Proposal 1 and Abstract (v1.0)

### TEAM Canada – Case Study 13

**Test-bed name:** *Vancouver School of Theology*

**Test-bed type:** University

**Topic/Title:** Policy and Procedures for the Creation, Management and Preservation of Administrative Electronic Records

**Case study type:** policy, records, and systems

**Relationship to other case studies:**

**Start Date:** January 2009

The Vancouver School of Theology (VST) is an independent graduate school of theology whose roots reach back to late nineteenth-century Vancouver. Founded in 1971 through the amalgamation of the Anglican Theological College and Union College (United Church of Canada), both of which had occupied VST's current location since 1927, VST offers academic and research degrees as well as training for ministry in the Anglican Church of Canada, the United Church of Canada and the Presbyterian Church in Canada. VST's recordkeeping systems have developed *ad hoc* and the present system now keeps student records, personnel records, and other important and vital administrative records in a variety of formats without proper classification and linkage.

The case study examines VST's administrative records with emphasis on its electronic documents. VST is interested in the creation of reliable electronic records, and their authentic maintenance and long-term preservation. Without the capacity to produce, manage and keep trustworthy electronic records, VST will be forced to continue with an imperfect paper-based system, or risk losing critical records.

The main objectives of the case study are to devise policies for the creation, maintenance and preservation of administrative records and develop an institution-wide system of managing digital files to reduce duplication and protect version integrity.