The University of Regina is subject to policy and legislation that permits individuals to request access to university records. The following guidelines will help to ensure your business/academic unit records are “access-ready”

- Be “access” aware: create university records with access in mind
- Create records with the expectation they may be disclosed through FOIP requests
- Omit any unnecessary information
- Record and compile only the information required to accomplish a task or meet a requirement, fulfill a transaction
- For guidance on best practices for the collection and/or management of personal information, see University Secretariat Access and Privacy web site.
- Create records that are factual, objective and include only relevant information
  - Ensure formal/official records of University proceedings are factual
  - Record decisions taken or tasks resulting from group deliberations
  - Avoid unnecessary detail
- Express your view, comments, and opinions as objectively as possible (individuals can request access to their personal information which can include views or opinions expressed about them by another person)
- Avoid gratuitous or unsubstantiated comments and opinions
- In documenting a conversation or discussion, avoid unnecessary subjective comments or unnecessary questions, subjective references
- In recorded communication, use humour with caution (it may be misunderstood out of context)

Keep university records separate from personal/non-university records