



Management of Paper Records

Printing Guidelines

PURPOSE

This document provides guidelines and advice in the management of printed records and helps address the question of when to print versus when to use electronic records.

OVERVIEW

Athabasca University (“the University”) is a 100% digital technologies-based learning environment through its virtual campus where learners of all ages and stages can seamlessly interact with learning experiences asynchronously or synchronously, online or offline, remote and in-place. It is also a purposeful near-virtual working environment intended to support and benefit both employees and learners. The majority of AU team members work remotely from home offices, and those who are place-based should still strive to support the near-virtual working environment through their own work.

As a result, wherever and whenever possible, AU team members are encouraged to work with electronic records; paper records should be only used when absolutely necessary.

WHEN TO PRINT

While we encourage AU team members to work with electronic records, there are scenarios that may require some physical paperwork. These may include printed materials for meetings, work with an outside organization that does not access digital signatures, formal letters, or simply a circumstance where an AU team member may work best reading from and/or working with physical records.

If an AU team member is inclined to print a record, we encourage them to ask themselves:

Would an electronic record work for my purpose? (e.g., meeting materials in the form of a PDF package)	IF YES: USE ELECTRONIC RECORDS
	IF NO: PRINT THEN MANAGE APPROPRIATELY
Will this record have long-term value to the University?	IF YES: USE ELECTRONIC RECORDS
	IF NO: PRINT THEN CONSULT DIGITIZATION GUIDELINES FOR RETENTION
Does this record contain personal and/or confidential information?	IF YES: USE ELECTRONIC RECORDS
	IF YES, BUT <u>MUST BE PRINTED</u>: PRINT THEN ENSURE RECORD IS SECURELY STORED AND/OR DISPOSED



EXAMPLES

Scenario 1

Melissa has scheduled a meeting with her team at an AU hotelling space. As everyone on her team has an AU laptop, she chooses to make the meeting agenda and accompanying materials electronic only, and she asks her team members to bring their AU laptops to follow along. However, Melissa has an activity-based portion of the meeting and has chosen to print pages for her team members to work from. Once the activity is complete, Melissa collects the pages, and since they are no longer required, she places them in a secure shredding bin.

- ✓ In this scenario, Melissa only used printed records when required, and disposed of them appropriately.

Scenario 2

Barb works in Financial Services and frequently deals with a financial institution that does not accept digital or electronic signatures on their forms. As a result, Barb has to print forms to be filled out and signed, then mailed to the financial institution. When she has finished, she stores the physical copy properly in a file folder in a locked cabinet.

- ✓ In this scenario, Barb has no choice but to print records, and she stores them appropriately.

Be a conscientious printer!

MANAGING PRINTED RECORDS

Records must be managed – not simply printed, shelved, and forgotten. At all times and in all settings, AU team members have a responsibility to ensure that University records are kept secure, with particular diligence paid to records containing personal and/or confidential information.

Personal Information

The University is subject to the Freedom of Information and Protection of Privacy Act (1995), which requires the University to provide “reasonable security arrangements” to ensure the protection of personal information from unauthorised collection, use, or disclosure by public bodies. As employees of AU, it is everyone’s responsibility to assist the organization in meeting these requirements.

Confidential Information

Confidential information is information that one person entrusts to another person with the expectation that privacy will be maintained. Information supplied in confidence should be stamped, marked, or include a statement that it is confidential or being supplied in confidence. It is not sufficient to stamp information confidential and then treat it as any other general information.



Storage of Records Containing Personal and/or Confidential Information

AU Team members should follow these guidelines when working with printed records that contain personal and/or confidential information:

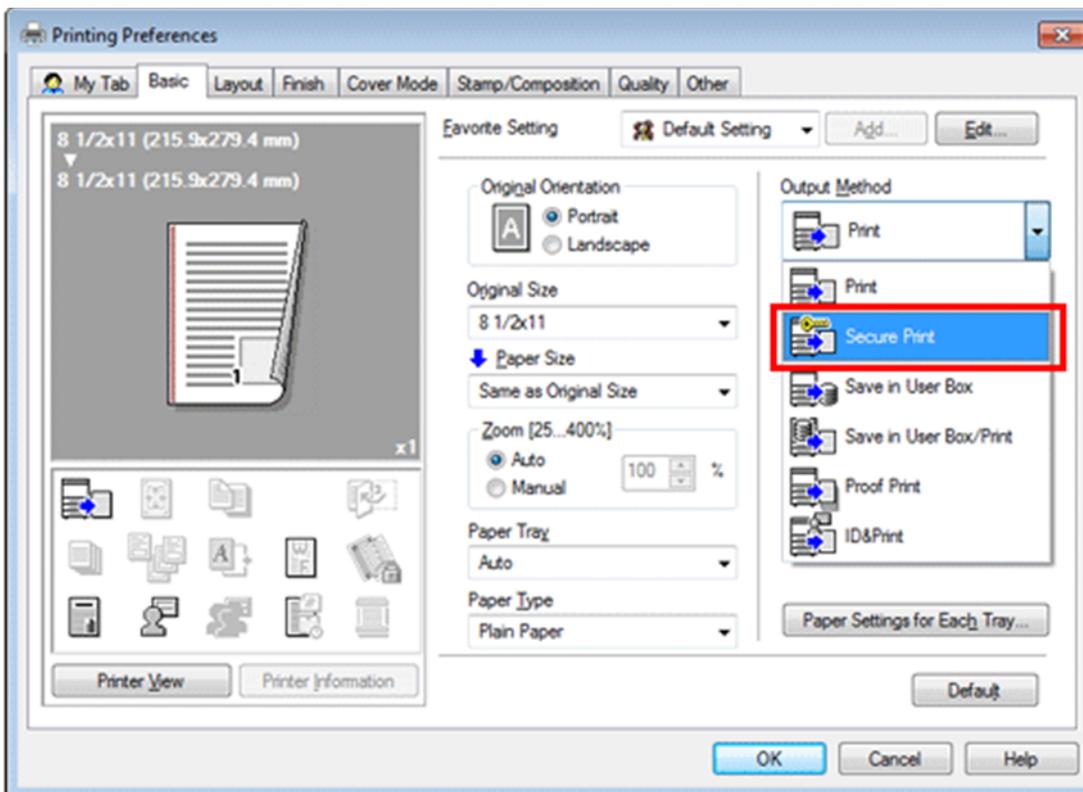
DO	DO NOT
✓ DO store records in a file folder in a cabinet that locks in your office space	× Do <u>NOT</u> leave records unattended at a printer/copier
<ul style="list-style-type: none"> Records should not be left on desk surfaces that others in your household or workspace can easily view or access 	<ul style="list-style-type: none"> If you need to leave the copier to get supplies, etc, bring the records with you
✓ DO destroy copies or drafts when no longer required (securely shred)	× Do <u>NOT</u> leave records unattended at an AU hotelling space or other public area
	× Do <u>NOT</u> put records in recycling bins or trash cans
<u>ALL</u> records containing personal/confidential information should be <u>securely shredded</u> when they are no longer required	

PRINTING SECURELY ON CAMPUS

When there is a need to print, and you are working out of an AU space (AU Main; Trail Business Centre), you have the ability to print securely from AU’s Konica Minolta devices. This ensures that records containing confidential or personal information are not printed immediately and left unattended for anyone to access. Follow the instructions on the next pages to print securely.

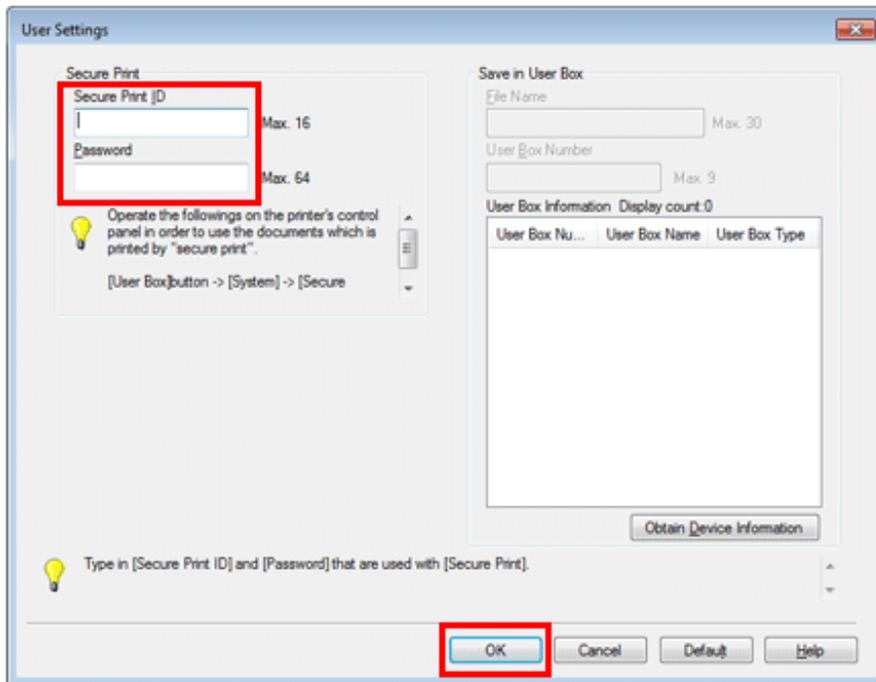
Performing a Secure Print

1. Open the file in the application and click [File]. Then click [Print] from the menu.
2. Select the Konika Device from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).
3. In [Output Method] on the [Basic] tab, select [Secure Print].



Performing a Secure Print cont'd

4. Enter a [Secure Print ID] and [Password], then click [OK]. You will be asked to input this at the Printer in order to release your document. Choose something unique to you that you will be able to remember.

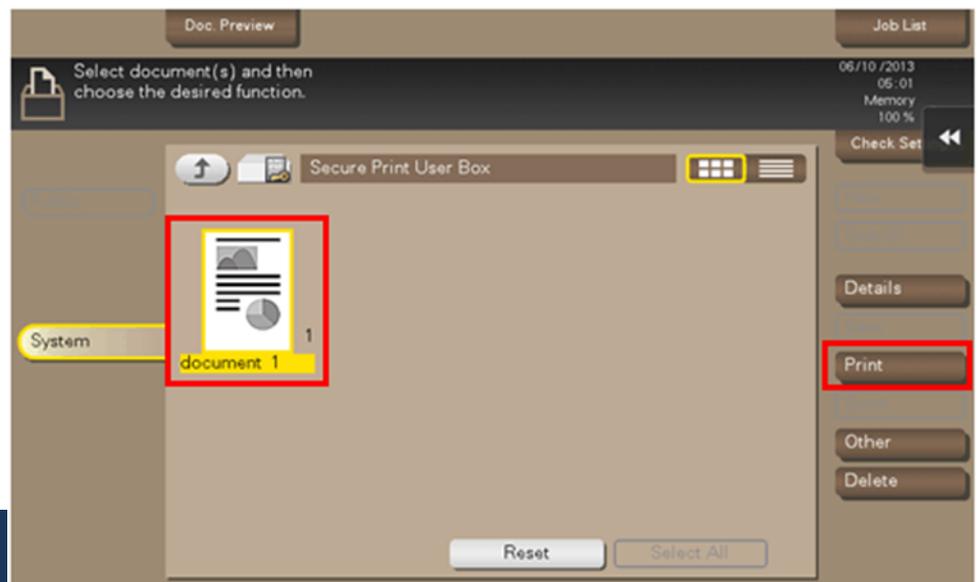


5. Click [OK].
6. Click [Print].

Printing a Secure Document from the Device

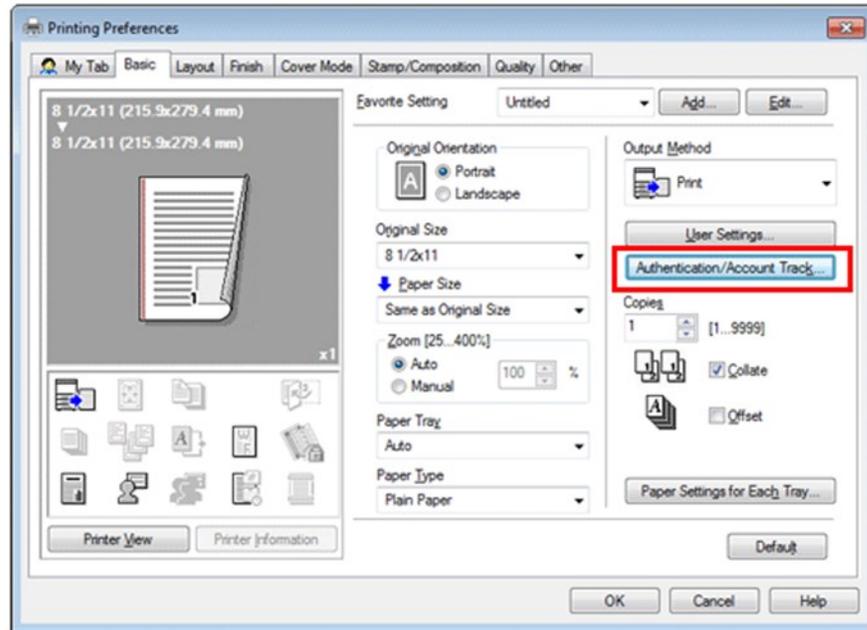
1. Tap [User Box] and select [Secure Print] from [System].
2. Enter the ID and password for the secure print document, then tap [OK].
3. Select a secure print document, then tap [Print].
4. Change the print settings as necessary and press the Start Key on the Control Panel.

The secure print document is printed and automatically cleared from the Secure Print User Box.

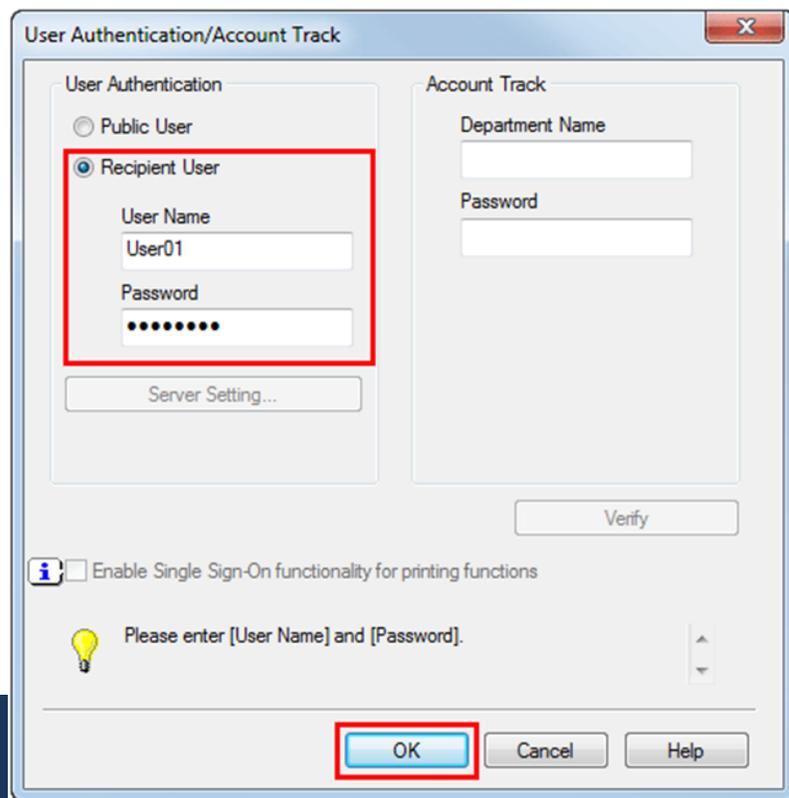


Printing with Printer ID & Authentication

1. If you are set up already with an account on a Konika Minolta Device, follow these steps.
2. Open the file in the application and click [File]. Then click [Print] from the menu.
3. Select the Konika device from [Select Printer] (or [Printer Name]) then click [Preferences] (or [Properties]).

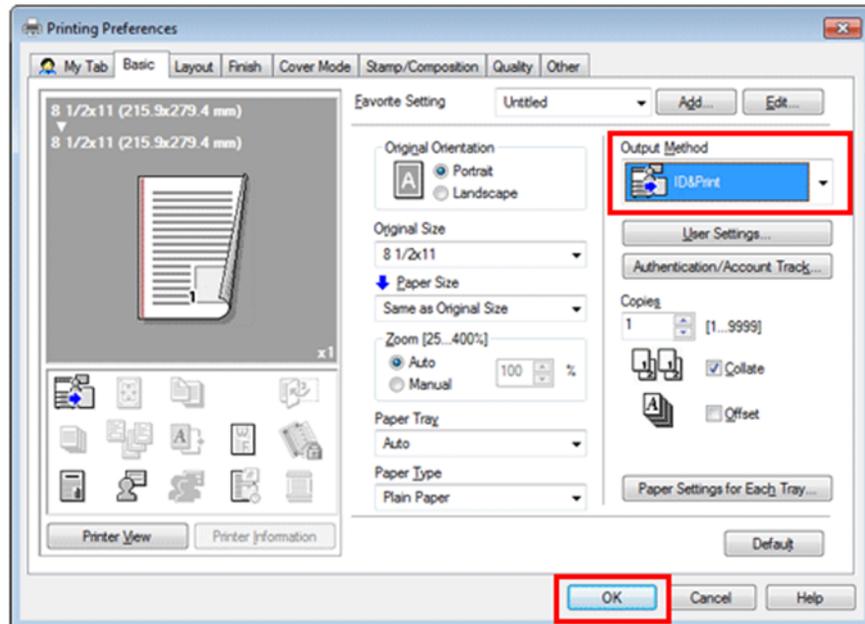


4. On the [Basic] tab, click [Authentication/Account Track].



Printing with Printer ID & Authentication cont'd

5. Select [Recipient User], then the [User name] and [Password] that are registered with the machine, then click [OK].



6. Select [ID&Print] from [Output Method], then click [OK].
7. Click [Print].

Printing After Using Authentication

1. Select [Logout after Print], enter your name and password, then tap [Login].
2. After successful authentication, the file is printed.

