

What is a record?

A record is any information in a “recorded” format.

The *Freedom of Information and Protection of Privacy Act* defines record as:

“record” means a record of information in any form and includes notes, images, audiovisual recordings, x-rays, books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produces records”

Remember the FOIP Act came into force in October of 1995 but it applies to all forms of recorded information now.

- Email (including what is currently in your trash)
- Texts
- Voicemail
- Audio/video recordings
- Post-it notes
- Electronic files
- Documents in Google Drive
- Information in a database
- Paper
- Books
- Photographs
- Including any drafts you may have
- Website content
- Scans
- U of A Social Media account posts
- Forms
- Anything written down that is kept
- Drawings
- Calendars
- Chat sessions