
RECORDS MANAGEMENT

Background

A Records Management program will be maintained to provide control over the quality and quantity of information produced by the Division, from its creation until its disposal, for legal, fiscal and historical purposes. Proper custody, storage and disposal of records will comply with statutory requirements.

Procedures

1. Records management covers a broad spectrum of records such as accounting, purchasing, corporate, insurance, personnel, and property and student records.
2. The Records Management program will consist of a Subject File Classification Guide and a Retention and Disposal Schedule.
3. The Retention and Disposal Schedule will be consistent with federal and provincial legislation.
4. Principals and site supervisors will be responsible for the filing of records according to the Classification Guide, and for the appropriate disposal of records in accordance with the Retention and Disposal Schedule.
5. Electronic records must conform in the same manner as hard copy records.

Reference: Section 33,52,53,68,197,222,225 Education Act
Freedom of Information and Protection of Privacy Act
FOIP Regulation 200/95
Student Record Regulation
Information Bulletin 3.2.5 – Access to Information
Information Bulletin 3.2.7 – Student Record Regulation Information

Approved: November 2005
Amended: March 21, 2018; July 1, 2018; April 24, 2020