



300: RECORDS MANAGEMENT (P)

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POLICY

The Board of Education requires that a records management program be maintained to provide control over the quality and quantity of information produced by the school district from its creation until its disposal, for legal, fiscal, and historical purposes and that proper custody, storage and disposal of records shall comply with statutory requirements.

It is understood that records management will be in relation to at minimum the following:

- Board records
- Financial records
- Information and privacy records
- Human Resources records
- Payroll, purchasing and insurance records
- Student records
- Information systems records
- Transportation records

The Secretary-Treasurer will be responsible for the records management program including maintenance and currency of Administrative Procedure 3001 – Retention and Disposal of Records, which is consistent with provincial and federal regulations.

The Board supports the transition of records from paper-based to electronic where it is possible to ensure security of such records in a form consistent with the standards of paper-based records.

References: Sections 22, 23, 65, 85 School Act
 Information Management Act Freedom of Information and Protection of Privacy Act
 Retention and Disposal of Records Administrative Procedure