

RECORDS MANAGEMENT

Background

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

Procedures

1. Records management covers a broad spectrum of records such as accounting, purchasing, corporate, insurance, personnel, property and student records.
2. The Secretary-Treasurer is responsible for the District Records Management program.
3. The Records Management program shall consist of a Subject File Classification document and a Retention and Disposal Schedule.
4. The Retention and Disposal Schedule shall be consistent with federal and provincial legislation.
5. District and school personnel shall be responsible for the filing of records according to the Classification document, and for the disposal of records in accordance with the Retention and Disposal Schedule.
6. Electronic records must conform in the same manner as hard copy records.

Reference: Sections 22, 23, 65, 85 School Act
Document Disposal Act
Freedom of Information and Protection of Privacy Act

Adopted: September 1, 2018