

## RECORDS MANAGEMENT

### Background

The Records Management program will be maintained to provide systematic control over the quality and quantity of information produced by the Division, from records creation until disposition for legal, fiscal, and historical purposes. The Division ensures records are authentic and reliable and manages information to support decision-making while protecting personal information. The Division will ensure proper custody, storage, and disposal of records to comply with statutory requirements.

### Procedures

1. Records management covers a broad spectrum of records such as accounting, purchasing, corporate, insurance, personnel, property, and student records.
2. The Records Management program shall consist of a Subject File Classification Guide and a Retention and Disposal Schedule.
3. Departments and schools shall be responsible for the filing of records according to the Classification Guide, and for the disposal of records in accordance with the Retention and Disposal Schedule.
4. Electronic records must conform in the same manner as hard copy records.
5. The Retention and Disposal Schedule shall be consistent with federal and provincial legislation.
  - 5.1 All records, regardless of their format or location, are the sole property of the Division and managed under the Records Management program.
  - 5.2 The record's life cycle encompasses the creation, receipt, use, maintenance, storage and final disposition of all records. The Records Management program ensure the proper custody, storage, access, retention, and disposition of records in accordance with applicable legislation and industry best practises.
  - 5.3 Records are generated in the course of daily activity and managed to ensure their confidentiality, integrity, and reliability.
6. Destruction of Records
  - 6.1 Records are managed through a life cycle defined by a retention schedule tagged to the classification of each record. This is applied to both hard copy and electronic data.
  - 6.2 Each school and department are responsible for managing their records according to the retention schedule.

- 6.3 Specific details regarding the management of Student Records are identified in Administrative Procedure 320 – Student Records.
    - 6.3.1 Any record in the PASI (Provincial Approach to Student Information) system that is part of a legal matter will be pulled and held as a transitory document until the legal matter is resolved.
  - 6.4 Records to be retained for varying lengths of time are listed in Administrative Procedure 185 Appendix.
  - 6.5 The Division Subject File Classification Guide and Retention Schedule is to be updated annually or as required.
7. The following records and documents will be kept on file at the Division office and be made available to electors upon request:
    - 7.1 Approved minutes of all regular Board meetings;
    - 7.2 The annual budget approved by the Board;
    - 7.3 All legal agreements entered into by the Board (exclusive of student or employee records or contracts);
    - 7.4 Records of the status of all Board accounts;
    - 7.5 Audited financial statements for previous years' operations; and
    - 7.6 The agenda of any public meeting or Board meeting.
  8. Any elector requesting copies of the above noted documents, will be charged the appropriate fee, as outlined in Administrative Procedure 180 Appendix A.
  9. The Secretary-Treasurer is responsible for the maintenance of records.
  10. The Secretary-Treasurer is responsible for establishing and implementing procedures to respond to requests from electors for public documents and records.

Reference: Section 33,52,53,65,68,197,222,225 Education Act  
Student Record Regulation AR 97/2019  
Information Bulletin 3.2.5 – Access to Information  
Information Bulletin 3.2.7 – Student Record Regulation Information  
Freedom of Information and Protection of Privacy Act  
FOIP Regulation 200/95