



SD 42 POLICY: 5701

RECORDS AND INFORMATION MANAGEMENT – GENERAL

The Board of Education (the “Board”) maintains a Records Management Program which facilitates responsible practices for the retrieval, retention, long-term preservation, and destruction of records in accordance with the School District’s legal, administrative and operational obligations.

The Board seeks to retain records only for as long as there is a business, operational, historical or legal reason to retain them. The Board also recognizes the value of retaining certain documents for future reference and historical purposes.

This Policy sets out the Board’s practices in relation to the retention and destruction of records.

DEFINITIONS

A “record” refers to any recorded information regardless of physical format, that is within the custody or control of the Board or otherwise received, created, deposited, or held by the Board. Records include books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but do not include computer programs or any other mechanism that produces records.

AUTHORITY

The Board authorizes the Secretary Treasurer to establish procedures that will guide the implementation of this policy, to implement a standardized method of records management, and to establish fees for the retrieval and reproduction of records retained in the School District.

The Secretary Treasurer or designate will be responsible for providing records management information management guidance throughout the School District.

GUIDING PRINCIPLES

The retention and disposal practices established under this Policy shall:

- be consistent with federal and provincial laws requiring the retention of records;
- ensure records are retained for as long as there is a legal, operational or administrative reason to retain them;
- provide for the retention of records that have historical, cultural or academic significance or other inherent value;
- comply with the Board’s Privacy Management Program and the *Freedom of Information and Protection of Privacy Act* by supporting the secure and timely destruction of personal information where there is no legitimate purpose for retaining it;
- be based on a Classification System/Retention Schedule that provides a documented process for the retention and destruction of records.

APPROVED: May 2023