RECORDS AND INFORMATION MANAGEMENT

Background:
The Records and Information Management Program (the Program) provides systematic control over the quality and quantity of information produced by the Division, from records creation until disposition. The Division ensures records are authentic and reliable, and manages information to support decision-making while protecting personal information.

Definitions:
Personal information
is information about an identifiable individual including name, home address, telephone number, race, national or ethnic origin, colour, religion, political beliefs, associations, age, sex, marital status, family status, identifying numbers, fingerprints, blood type, health and health care history.

Record
is information in any recorded form. This includes documents, notes, images, audiovisual recordings, emails, text messages, correspondence, completed forms, meeting minutes, agendas, policies, computer data files, drawings, student records, school calendars and any other information that is written, photographed, recorded or stored in any manner.

Records and Information Management Program (Program)
defines the practices, procedures and standards for collecting, classifying, storing, securing, retrieval, access, retention and disposal of all Division records throughout the life cycle of the information. Administrative procedures specify how records are consistently managed.

Records Retention Schedule
is a timetable that identifies the records of the Division, the action that triggers the closure of a record, the length of time a record is retained before disposition and the final disposition of records (archives or destroy).

Procedures:
1. All records, regardless of their format or location, are the sole property of the Division and managed under a Records and Information Management Program approved by this Procedure.
2. Records are generated in the course of daily activity and managed to ensure their authenticity, integrity and reliability.
3. The Program shall be applied consistently across the Division. Adequate resources for the Program are in place for the effective management of records.

4. All staff shall be responsible for maintaining records in accordance with the Program and related procedures. Staff at school sites will manage records at their site. Departmental staff are tasked with responsibility for managing the records of their department.

5. The Program applies to records in all formats. The record's life cycle encompasses the creation, receipt, use, maintenance, storage and final disposition of all records. Records are preserved and disposed of based on the [Records Retention Schedule](#) (Appendix 185-A).

6. The [Records Retention Schedule](#) (Appendix 185-A) and this Administrative Procedure are regularly reviewed and updated.

7. The Program ensures the proper custody, storage, access, retention and disposition of records in accordance with applicable legislation and industry best practices.

8. The Division selects and implements technologies to support the Program with measures to protect records.

9. The classification of records is consistent with the [Records Retention Schedule](#) (Appendix 185-A).

10. Once records have met their life cycle requirements, the destruction of records is subject to approval by the Records Officer based on submitted inventories and procedures. Measures are in place for the secure destruction of all records.

11. Records identified as vital shall be managed and secured to ensure the continuity of mandates in the event of a disaster.

Reference:

Section 52, 53, 56, 65, 67, 69, 141, 205, 222 *Education Act*
Freedom of Information and Protection of Privacy Act
FOIP Regulation 186/08
Student Record Regulation 97/2019

[Appendix 185-A: Records Retention Schedule](#)
[Appendix 185-B: Records Disposition Procedure](#)
[Appendix 185-C: Disposition Authorization for the Destruction of Source Records Following Digitization](#)