



ADMINISTRATIVE PROCEDURE 181

RECORDS MANAGEMENT

Background

A Records Management program will be maintained to provide control over the quality and quantity of information produced by the school jurisdiction, from its creation until its disposal, for legal, fiscal and historical purposes. Proper custody, storage and disposal of records shall 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. The Retention and Disposal Schedule shall be consistent with federal and provincial legislation.
4. Departments and schools shall be responsible for the filing of records according to the Classification Guide, as for the disposal of records in accordance with the Retention and Disposal Schedule.
5. Electronic records must conform in the same manner as hard copy records.

Reference: Section 75, School Act
Freedom of Information and Protection of Privacy Act
FOIPP Regulation 200/95

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