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| POLICY: <u>RECORDS MANAGEMENT</u> | | # <u>311</u> |
| SECTION: <u>300</u> : <u>Business and Administrative Matters</u> | | Page <u>1</u> of <u>1</u> |
| APPROVAL/REVISION DATE: <u>June 30, 2017</u> | EFFECTIVE DATE: <u>June 30, 2017</u> | REVIEW DATE: <u>June 2022</u> |
| CROSS REFERENCE: | | |

A: **POLICY**

1. 1.1 The Thunder Bay Catholic District School Board acknowledges the practical necessity and the importance of maintaining a comprehensive Records Management System which conforms to the provisions of the Education Act, the Freedom of Information and Protection of Privacy Act and other relevant legislation and regulations.
- 1.2 The Board recognizes its responsibility to maintain proper Record Retention Schedules and detailed Destruction/Transfer Procedures in accordance with legislative requirements while preserving records and other items of an enduring value and/or of historical interest.
- 1.3 The Board, therefore, endorses the formalized **Records Management System** in accordance with the following guidelines.

B: **GUIDELINES**

2. **Definitions**

- 2.1 "Records Management System" is the standardized formalized filing system which outlines procedures/guidelines for the efficient creation, processing and destruction of information.
- 2.2 "Record" means any record of information however recorded, whether in printed form, on film, by electronic means or otherwise.
- 2.3 "Records Centre" is the area provided to store retired and archived records.

3. **General**

- 3.1 Supervisory Officers and Principals are responsible for the management and retention of records in their respective departments/schools in accordance with established Records Management Procedures until the records are transferred to the Records Centre.
- 3.2 Each school/department shall maintain up-to-date database listings of current and destroyed/transferred records.
- 3.3 The Records Management Coordinator shall maintain an up-to-date listing of records retained at the Records Centre. A listing of destroyed records once held at the Records Centre will also be retained by the Records Management Coordinator.
- 3.4 Supervisory Officers and Principals shall ensure that their staff are adequately trained regarding Records Management System procedures. The Records Management Coordinator is responsible for providing Records Management training.
- 3.5 Records are to be retained for a period of time as specified by the Board's approved **Retention Schedule**. Records to be destroyed/transferred must be managed in accordance with the Board's formalized **Destruction and Transfer Procedures**.