POLICY:	RECORDS MANAGEMENT			#	311
SECTION:	300 : Business and Administrative Matters			Page 1 of	1
APPROVAL/REVISION DATE:	September 1, 2022	EFFECTIVE DATE:	September 20, 2022	REVIEW DATE:	September 2027
CROSS REFERENCE:					

A. POLICY

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.

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.

3. The Board, therefore, endorses the formalized Records Management System in accordance with the following guidelines.

B. GUIDELINES

1. Definitions

a. "Records Management System" is the standardized formalized filing system which outlines procedures/guidelines for the efficient creation, processing and destruction of information.

b. "Record" means any record of information however recorded, whether in printed form, on film, by electronic means or otherwise.

c. "Records Centre" is the area provided to store retired and archived records.

2. General

a. 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.

b. Each school/department shall maintain up-to-date database listings of current and destroyed/transferred records.

c. 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.

d. 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.

e. 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.