Administrative Procedure 180
School Operations

RECORDS RETENTION AND DISPOSITION

Background

Records in the custody of, or under the control of the Board, including any record containing personal information, shall be maintained, retained, and, where applicable, disposed of, in a manner consistent with the *Freedom of Information and Protection of Privacy Act (FOIP).*

The purposes for retaining records include:

- Managing all recorded information as a resource in order to support effective decision making, meet operational requirements, and protect the legal, fiscal and historical needs of the Board.
- Making the wisest possible use of information by ensuring that it is organized to facilitate the sharing of and access to information by those who require it, subject to legal and policy constraints.

Definitions

Record means information in any recorded form including documents, letters, handwritten notes, completed forms, reports, personnel files, meeting minutes, agendas, policies, emails, voice mails, computer data files, vouchers, maps, drawings, photographs, student records, and school calendars.

Transitory records are records of short term use not required to meet statutory obligations. Examples include supplier catalogues, promotional materials on products and services, upcoming training workshops and conferences, working papers, and notes. Transitory records generally have only temporary usefulness, are not identified as records in a retention schedule, and are not filed in a records system.

Personal information means information about an identifiable individual such as name, home address, telephone number, race, national or ethnic origin, colour, religion, political beliefs or associations, age, sex, marital status, family status, identifying numbers, fingerprints or blood type.

Procedures

1. All records are maintained and stored with due regard for protection against unauthorized access, and managed by an approved records and information management program established by this administrative procedure.

2. Electronic records are created and maintained in the course of daily activity with efforts to ensure their authenticity, integrity and reliability.

3. A retention schedule identifying what records are kept, and for how long, is approved.

    a. Disposal/ Archive is the disposition for records, once the retention period has been met. Records are only destroyed when there is no outstanding litigation or FOIP requests.

    b. Each school or office is responsible for properly preparing records for disposition in accordance with this administrative procedure and appropriate processes.

4. Student and personnel records are stored in a secure manner and treated as confidential at all times.
5. Once records have met their lifecycle requirements their destruction is subject to the approval of the Superintendent.

6. The Board selects and implements technologies that supports its records and information management program with measures in place to protect records.

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