

Administrative Procedure 180

General Administration

RECORDS RETENTION AND DISPOSITION

BACKGROUND

Records in the custody of, or under the control of the charter 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)* and this administrative procedure.

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 charter 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.
- Identify and conserve information that serves to reconstruct the evolution of policy and program decisions, or has other enduring value, thus ensuring that such information is organized and readily available.

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 as Appendix A of this administrative procedure.

- 3.1 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.
 - 3.2 Each school or office is responsible for properly preparing records for disposition in accordance with this administrative procedure and appropriate processes.
4. Student records are stored in a secure manner and treated as confidential at all times. Specific information with respect to student records is contained in AP-360 Student Records.
 5. Personnel records are stored in a secure manner and treated as confidential at all times. Specific information with respect to personnel records is contained in AP-403 Personnel Records.
 6. The charter board ensures that adequate resources are available to establish a records and information management program.
 7. Once records have met their lifecycle requirements their destruction is subject to the approval of the secretary-treasurer or treasurer based on submitted inventories. Measures are in place for the secure destruction of all records.
 8. The charter board selects and implements technologies that supports its records and information management program with measures in place to protect records.
 9. The charter board adheres to best practices and standards for recordkeeping and puts in place procedures for the records and information management program.

Legal Reference: *Education Act*
Freedom of Information and Protection of Privacy Act

Cross Reference: AP-170 Freedom of Information and Protection of Privacy
AP-360 Student Records
AP-403 Personnel Records

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