

RECORDS MANAGEMENT

Background

The Division considers the development of a standardized records classification and management schedule an integral part in the management of its records. This schedule is viewed as an important and necessary process to allow the identification of the Division's records and to ensure that the Division's legal, financial and legislative requirements for record storage are met.

A standardized records classification and retention schedule will allow the Division and schools to:

- Meet all legal, legislative and corporate requirements for record keeping
- Respond to Freedom of Information and Protection of Privacy inquiries
- Enhance their ability to share information and improve retrieval times
- Safeguard the history of the company and ensure that all records of long-term value or required for research are securely stored yet easily available to departments
- Reduce storage and equipment costs by creating the ability to destroy outdated records in accordance with an authorized business process.

Definitions

A **record** is a document, regardless of physical format or characteristics, that memorializes and provides objective evidence of activities performed, events elapsed, results achieved, or statements made in the course of the organization's daily activities.

Recorded information is defined as any book, document, map, drawing, photographic image, email, letter, form, tape, disk, diskette, cartridge or other object on which information is recorded or stored by any means whether graphic, electronic, mechanical or otherwise.

The **Record Retention Schedule** is tool that describes (1) the length of time each document or record will be retained as an active record, (2) the reason (legal, fiscal, historical) for its retention, and (3) the final disposition (archival or destruction) of the record.

Lifecycle of a Record is the lifespan or time period from the creation or receipt of a record through to its final disposition. The five stages in the life cycle of a record include creation; distribution and use; storage or maintenance; retention and disposition; and archival preservation or ultimate destruction.

Electronic Record Management System is the software system selected by the Division as the official records storage. Peace River School Division uses SharePoint, and the file structure is supported by the Records Coordinator in central operations. Other electronic systems are **not**

to be used for records management (i.e., Google Drive, shared network drives, other software systems (Maplewood, Powerschool), USB keys, etc.)

Vital Records are those records that must be protected against loss or destruction, as these records would result in severe operational, legal or financial impact upon the Division and schools.

Transitory Records are routine correspondence and documents that have temporary usefulness and short-term value and which are not incorporated into standard records control or filing systems.

Procedures

1. This Administrative Procedure applies to all recorded information received, generated, or used in the course of normal business operations.
2. The paper master version of any record that has been subsequently captured electronically by scanning or imaging into an electronic records management system must be retained for a minimum of three (3) months as a source document and then destroyed unless the paper master version is required as a source for legal reasons, in which case it will be filed and destroyed in accordance with the retention schedule. Schools and departments will work with divisional office to audit their electronic records before destruction of paper records.
3. The legal custodian of Division and school records is the Secretary-Treasurer. All records are the property of the Division.
4. The Records Management Program includes the following:
 - 4.1 Maintaining an efficient filing system in central departmental locations where practical in accordance with the Record Retention Schedule (Appendix A).
 - 4.2 Each school and department with assistance from Division Operations will maintain documents record retention schedules to ensure that the government and legal record keeping requirements are met, access to records is controlled and that records are retained for the appropriate length of time in accordance with this procedure.
 - 4.3 The Division and each school will maintain a Records Manual containing all of the necessary record management procedures and processes to assist users in management and retrieval of information within their respective departments.
 - 4.4 Each school and department must maintain accurate listings of all records located in their offices, showing record title and location. This listing would be maintained by a designated staff person of each Department and would be submitted to the Secretary-Treasurer on an annual basis.
 - 4.5 Personalized filing systems for documents other than working copies will be actively discouraged as the creation of such systems destroys the integrity of central departmental filing systems.
 - 4.6 Records and information are a Corporate Resource, not the personal property of individual members of staff.

- 4.7 All centralized departmental systems (especially student record storage facilities) must be strictly managed, with no records being removed unless they are booked out in accordance with documented processes.
- 4.8 Electronic records will be filed in accordance with the Records Retention Schedule in the electronic document management system. All electronic files will be in final, archival format (PDF) and must be named as outlined in Appendix B General File Naming Conventions. Each department/school must develop a business process for their specific file naming conventions and submit it to the Secretary-Treasurer annually.
- 4.9 Working copies are not filed in the electronic document management system or retained as paper records, unless in active use.
- 4.10 Electronic records that are re-printed or downloaded by a user must be treated as a copy and destroyed once no longer necessary. Failure to do so will clutter the filing system and may result in duplication of records.
- 4.11 Records shall be purged once a year to remove those not required on an active basis. Purged records shall be converted to electronic format and filed in the electronic document management system. If the original paper record is required, it shall be transferred to division office for archival storage. If a purged record has reached its retention lifecycle and is inactive, non-archival, and non-vital it shall be destroyed according to the record destruction process, outlined in Appendix C.
- 4.12 Transfers and destruction will be done in accordance with record retention schedules.
- 4.13 Each department with assistance from division operations will identify and back up its Vital Records using the electronic document management system. These are records that must be protected against inadvertent loss or destruction. Loss of these records would result in severe operational, legal or financial impacts upon the Division and schools, and they must therefore be protected and backed up in a cost-effective manner.

Appendix A: Record Retention Schedule
Appendix B: File Naming Conventions
Appendix C: Record Destruction Process
Appendix D: File Disposition

Adopted/Revised/Reviewed: JUNE 2016, AUG 2017/NOV 2019/JUL 2023

Reference: Section 33, 52, 53, 68, 197, 222, 225 Education Act
Freedom of Information and Protection of Privacy Act
FOIP Regulation 200/95
Student Record Regulation 225/2006
Information Bulletin 3.2.5 – Access to Information
Information Bulletin 3.2.7 – Student Record Regulation Information