

# SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

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Section BUSINESS AND TRANSPORTATION

Policy Name RECORDS INFORMATION MANAGEMENT

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## **POLICY**

It is the policy of the Superior-Greenstone District School Board to maintain a comprehensive Records Information 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.

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.

The board therefore endorses the formalized Records Information Management System in accordance with OASBO's Generic Records Retention Schedule and the following applicable guidelines.

## **DEFINITIONS**

A **Record** is any information however recorded whether in print form, on film, by electronic means, or otherwise. Records can be in many formats: paper, video, audio, microfilm, or electronic. Examples of records include the following:

- email;
- text message;
- digital media;
- websites;
- electronic document management systems.

A **Transitory Record** is useful for only a short time and has minor importance. When its use is over it should be deleted or destroyed. Examples of transitory records include the following:

- personal messages;
- general notices and announcements;
- copies of documents and emails;
- cc, bcc, or FYI emails kept only for convenience;
- drafts and working documents to prepare final records with a few exceptions such as agreements/contracts, drafts in developing legislation.

A **Non-Record** has no bearing on the organization's functions, operations, or mandate. Non-records are typically used, if ever, only for a very limited period of time. They do not have to be collected and maintained. These documents are not required to be retained and therefore do not appear on a records retention schedule. Examples of non-records include the following:

- reference books;
- published legislation from other boards, municipalities or government agencies;
- extra copies/convenience copies.

**Board Records** are information that is vital to our organization and are created in the course of work. They are:

- the property of the board;
- a corporate asset;

- are important sources of administrative, fiscal, legal, evidential, and historical information; they must be accessible and available for current and future needs.

***Records Centre is a centrally-located area provided to store inactive and archived records.***

### **GUIDELINES**

- 1.1 The Superintendent of Business is responsible for ensuring Records Information Management System training is provided. Supervisory Officers and Principals shall ensure that their staff are adequately trained regarding Records Information Management System procedures.
- 1.2 Records are to be retained for the period of time as specified by OASBO'S Generic Records Retention Schedule. Records to be destroyed/transferred must also be managed in accordance with OASBO's Generic Records Retention Schedule.
- 1.3 Supervisory Officers and Principals are responsible for the management and retention of records in their respective departments/schools in accordance with established Records Information Management Procedures until the records are transferred to a central Records Centre.
- 1.4 Active records should be managed in each department/school's active office or desk area. The determination of a record as active or inactive is generally based on the frequency with which the information is likely to be accessed, and the goal is to minimize the amount of record storage space required in the primary work area. Records held within the required retention period relating to previous years or referred to infrequently are considered inactive records.
- 1.5 An inactive record may be transferred to a central Records Centre until the end of its required retention period. It is important to note that inactive storage areas must be areas that allow for the protection and preservation of records, and must be free of the risk of damage.
- 1.6 Each school/department shall maintain up-to-date database listings of current, transferred and destroyed records.
- 1.7 The Superintendent of Business or designate shall maintain an up-to-date listing of records retained at a central Records Centre. A listing of destroyed records once held at a central Records Centre will also be retained by the individual designated by the Superintendent of Business to manage records.