



POLICIES AND PROCEDURES

POLICY: **Records Management**

SECTION A : **General Policies & Procedures**

SUB-SECTION: **General**

Date Approved: September 19, 2000

Dates of Amendment: June 25, 2013

Cross Reference: Protection of Privacy, Freedom of Information; Records Management Program Manual

POLICY:

1. The Board shall institute a Records Management Program which complies with the Education Act and accompanying regulations, the Municipal Freedom of Information and Protection of Privacy Act, and federal and provincial legislation governing retention periods for all its information holdings.
2. The Records Management policy shall apply to all records within the custody or under the control of the Ottawa Catholic School Board related to all Board business regardless of the medium in which those records are stored and maintained.

ADMINISTRATIVE PROCEDURES:

The Records Management Program will maintain and provide security, confidentiality and effective control over Board records required for the administration of the Board's business and for the continual preservation of records

Guidelines:

1. All Board employees are responsible and accountable for creating and maintaining accurate records in accordance with the Board's Records Management Program.
2. Appropriate records management training and advisory services for all Board employees implementing the program will be provided.

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3. The Records Management Department is responsible for providing storage and retrieval of inactive records and overseeing record-keeping systems and services that effectively maintain and retrieve information promoting compliance with the Board's Records Management Program.
4. All records will be efficiently and promptly disposed, when administrative, legal and fiscal values have ceased and all legislative requirements as they affect Board documents have been met, while preserving those records of enduring value due to archival, historical or vital reasons.
5. All records scheduled for disposal containing confidential information will be destroyed in a secure and permanent manner.
6. Legal requirements supersede any and all Board policies authorizing destruction of records, including the authority granted in approved retention schedules.
7. The records management policy and procedures, and the Records Management Program manual will be reviewed in entirety every five years. The records retention schedule will be reviewed in entirety every ten years. These documents will also be maintained on a continual basis.