



Niagara Catholic District School Board

## **RECORDS AND INFORMATION MANAGEMENT POLICY**

### STATEMENT OF POLICY

600 – Business Services

Policy No 600.2

Adopted Date: March 31, 1998

Latest Reviewed/Revised Date: February 27, 2018

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board is committed to instituting and maintaining a comprehensive Records and Information Management Program for records and information that are accurate, authentic, reliable, trustworthy, support accountability, and are able to serve as evidence. Records and information shall be safely and securely maintained for as long as required by legislation and in accordance with the Records and Information Management Program.

The objective of the Records and Information Management Program is to support efficient and effective program and service delivery; to foster informed decision making; to facilitate accountability, transparency and collaboration; and to preserve and ensure access to records and information in accordance with the laws of Canada and Ontario and for the benefit of present and future generations.

The Records and Information Management Program applies to all records within the custody or under the control of the Board. This program addresses all aspects of the Board's operations and all records made or received in the day-to-day operations of the school and the Board, regardless of the medium in which those records are stored and maintained.

All Board employees:

- Are responsible for creating and maintaining accurate records as required for their assigned duties, and in compliance with relevant Board policies and procedures.
- Are responsible for ensuring appropriate security measures are applied to protect records from damage, loss, theft or inappropriate disclosure.
- Will use the Board's Records and Information Management Classification & Retention System as the basis for their filing systems to manage their records.
- Who are Terminated or changing positions with the Board will leave all records for their successors.
- Must not destroy records, or permit their removal, from the control of the Board except in accordance with the Board's Records and Information Management Classification & Retention System.

All records, regardless of physical form or characteristics, are the property of the Board and subject to its control.

The Director of Education will issue Administrative Procedures in support of this policy.

## References

- [\*Education Act and Regulations \(R.S.O. 1990 c.E.2\)\*](#)
- [\*Municipal Freedom of Information and Protection of Privacy Act \(MFIPPA\)\*](#)
- [\*Ontario Student Record Guideline, 2000\*](#)
- [\*Personal Health Information Protection Act \(PHIPA\)\*](#)
- [\*Privacy and Information Management PIM Toolkit\*](#)
- [\*FIPPA and MFIPPA: Bill 8 — The Recordkeeping Amendments\*](#)
- [\*Niagara Catholic District School Board Policies\*](#)
  - [\*Assessment, Evaluation and Reporting Policy \(301.10\)\*](#)
  - [\*Electronic Communications Systems Policy \(Employees\) \(201.2\)\*](#)
  - [\*Electronic Communications Systems Policy \(Students\) \(301.5\)\*](#)
  - [\*Ontario Student Record Policy \(301.7\)\*](#)
  - [\*Privacy Policy \(600.6\)\*](#)
- [\*Niagara Catholic District School Board Procedures/Documents\*](#)
  - [\*Privacy Breach Procedure\*](#)
  - [\*Freedom of Information Request Procedure Personal Information Bank\*](#)
  - [\*Records and Information Management Classification & Retention System\*](#)



## DEFINITIONS

### Records and Information Management

Records and Information Management is the systematic control of all records, regardless of media type, from their creation or receipt, through their processing, distribution, organization, storage and retrieval to their disposition.

### Record

A “record” means any record of information however recorded, whether in printed form, on film, by electronic means or otherwise, and includes, correspondence, a memorandum, a book, a plan, a map, a drawing, a diagram, a pictorial or graphic work, a photograph, a film, a microfilm, a sound recording, a videotape, a machine readable record, any other documentary material, regardless of physical form or characteristics, and any copy thereof. (Municipal Freedom of Information and Protection of Privacy Act)

### Non-records

“Non-records” include, but are not limited to library and reference materials, stocks of publications and forms, extra copies for convenience, duplicate microfilm, transitory records, and personal papers.

### Transitory Records

“Transitory Records” are records that hold no further value to the school Board beyond an immediate or minor transaction, or records that may be required only for a very short time, perhaps until they are made obsolete by an updated version of the record, or by a subsequent transaction or decision. Examples of transitory records include notices of meetings, routine notices or memos regarding holidays or special events circulated to all staff or posted in public folders; insignificant or inconsequential information items concerning routine administrative or operational matters; daily student work/assignments, and personal messages and information.

## ACCESS TO RECORDS

Access to personal/confidential information kept by the Board shall be restricted to the individual about whom the information refers, the Board personnel who have a need to know this information in the course of their work, and to such others as is admissible within the terms of the Municipal Freedom of Information and Protection of Privacy Act, and the Education Act.

## RECORDS AND INFORMATION MANAGEMENT CLASSIFICATION & RETENTION SYSTEM

All Niagara Catholic schools and departments will use a standardized as approved by the Director of Education. In order to ensure and preserve the integrity of the system, any requests for changes or additions to the system must be directed to the Coordinator of Information Management/Privacy and Freedom of Information.

The Records and Information Management Policy of the Niagara Catholic District School Board provides a complete basic system for organizing records and controlling their retention. Included in the Records and Information Management Classification & Retention System are:

- A classification system that organizes all categories of information and allows for the uniform application of these categories in all schools and departments. The Records and Information Management Classification & Retention System shall be reviewed and updated as required to meet the needs of the Board.
- A records retention schedule that identifies the retention periods for all records in accordance with the appropriate legislation, where applicable.

The location of archival records is based on the classification of the records and coordinated through the Coordinator of Information Management/Privacy and Freedom of Information.

## RECORDS MANAGEMENT MANUAL

The procedures for using the Records and Information Management Classification & Retention System are set out in a Records Management Manual which is distributed to all Niagara Catholic administrators, secretaries and other staff as required. The Records Management Manual shall be reviewed on a regular basis and revised as required to ensure compliance with legislation. A summary of the Niagara Catholic Records and Information Management Classification & Retention System is included as Appendix A.

Any request for information made through the Municipal Freedom of Information and Protection of Privacy Act must be directed to the Coordinator of Information Management/Privacy and Freedom of Information.



## NIAGARA CATHOLIC DISTRICT SCHOOL BOARD RECORDS AND INFORMATION MANAGEMENT PROGRAM

Niagara Catholic's Records and Information Management Program includes a Records and Information Management Classification & Retention System designed to help Niagara Catholic comply with the Education Act and to meet its legal obligations with respect to records. It is intended as a framework for the Board that requires a system-wide records management system to enable the Board to efficiently and effectively manage its information resources.

The records retention periods are based on legal retention periods, best practices for records management, and operational needs. Generally, schedule retention periods reflect the minimum amount of time the records need to be kept to satisfy the requirements.

### **Classification**

The system is based on a functional classification methodology, where records and information are classified in accordance with the functions and activities they support within the Board. Records and information are classified into eleven primary functional categories, as follows:

- Administration
- Communications and Public Relations
- Facilities Management
- Finance
- Governance and Policy
- Human Resources
- Information and Computer Technology
- Legal
- Program Development and Design
- Research and Planning
- Student

### **Retention**

Responsible Department Retention – Each record series includes a recommended department to be responsible for managing the official record to ensure that responsibility for retaining the information is assigned. The department manager or supervisor is responsible for ensuring that the department meets its records obligations. In most cases, the responsible department will be the department that originates the record.

### **Recommended Active Retention**

Recommends a period in which the information should be managed in the active office or desk area. This 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. As a general rule, if the records in a series are referred to more than once a month, they are considered to be active. If not, they may be moved to an inactive storage area.

### **Recommended Inactive Retention**

Recommends a period in which recorded information may be moved to a designated storage area until the end of its 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.

## **Disposition/Destruction of Records**

Records should be destroyed as soon as possible after the approved retention periods have lapsed, as stipulated in the Records and Information Management Classification & Retention System. In most cases, this should be undertaken as an annual procedure. Paper records should be destroyed under controlled and confidential conditions by shredding. Electronic records should be destroyed by deleting them from the workstation and mainframe configurations. Employees should delete personal and transitory messages from e-mail and voice mail on a regular basis.

Legal requirements supersede any and all Board policies authorizing destruction of records, including the authority granted in approved retention schedules.

## **Summary**

Updates and revisions to both the nature of records retained and the retention periods applied to them continuously evolve, therefore the Niagara Catholic Records and Information Management Program will be routinely reviewed and revised.

*For further information on the Records and Information Management System, please contact the Coordinator of Information Management/Privacy and Freedom of Information.*