



Policy Manual – Administration

A.20 – Records Management (School Closure – Records Retention) PROCEDURES {combined with Policy S.19 School Closure – Records Retention }

The Records Management Program (e.g., paper, digital etc.) 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.

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.
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.

The records management policy and procedures, and the Records management Program manual will be reviewed in its entirety every five years. The records retention schedule will be reviewed in its entirety every year. These documents will also be maintained on a continual basis.