

Policy Manual – Administration

A.20 – Records Management (School Closure – Records Retention)

{combined with Policy S.19 School Closure – Records Retention }

The mission of Catholic Education in Hamilton-Wentworth, in union with our Bishop, is to enable all learners to realize the fullness of humanity of which Our Lord Jesus Christ is the model.

Policy Statement

The Board shall maintain a Records Management Program which complies with the Education Act, the Municipal Freedom of Information and Protection of Privacy Act, and federal and provincial legislation governing retention periods and management of its information holdings.

The Records Management Policy shall apply to all records within the custody or under the control of the Hamilton-Wentworth Catholic District School Board related to all Board business, regardless of the medium in which those records are stored and maintained.

Further, upon the closing of a school the school’s principal, with the support of the Records Management Department, shall ensure that school/student records, school archival records and memorabilia are appropriately directed for future reference and historical purposes.

Purpose

For legislative, operational and historical reasons, the careful storage and management of school and Board records is an essential process.

Responsibility

Director of Education

Regulations

Education Act S.265 (1), S.266 and s. 171 (38);

The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA);

The Ontario Evidence Act; The Canada Evidence Act;

The Personal Health Information Protection Act (PHIPA);

Ministry Policy and Program Memoranda (PPMs) may include requirements for the collection, creation, use, retention and destruction of records and information management.

Related Policies

Related Board Committee

Audit Committee

Policy Review Date:

BM Original Policy Approved: 01 September 2015

Revisions: 06 October 2020

To be reviewed every three years