



Title	Effective Date	Revision Date	No. of Pages
No. 723 Records and Information Management	2002 February 26		1 of 6

It is the policy of the Tri-County Regional School Board to establish effective management procedures for the control and administration of records and information.

PROCEDURE under Policy No. 723

1. Tri-County Regional School Board records shall be:
 - treated as a valuable resource and asset;
 - created, classified, maintained, accessed, retrieved, stored and preserved according to the standards and procedures prescribed under the TCRSB Records and Information Management Policy; and
 - subject to retention and disposition according to the provisions of the *Government Records Act, Education Act and Freedom of Information and Protection of Privacy (FOIPOP) Act, Revenue Canada Income Tax Act* and the *TCRSB Records and Information Management Policy*.
2. Each school and Tri-County Regional School Board office must identify an individual responsible for retention, storage and disposition of records.
3. The individual responsible will assist staff with the identification of records and follow the *Records and Information Management Policy and Procedure* to determine document life, retention and disposition.
4. The individual assigned to implement the *Information and Records Management Policy* must maintain a File Storage and Transfer Record (Appendix B) which tracks the location and other pertinent data of all records. A copy of the File Storage and Transfer Record must be maintained at each workplace.

Records Retention

1. A records retention schedule is attached as Appendix A and subsequent revisions will be issued as changes are made to the *Education Act* or *Regulations*. The Tri-County Regional School Board will be responsible for amending the policy as it relates to Appendix A.

Approved by the Tri-County Regional School Board – February 26, 2002

PROCEDURE under **Policy No. 723** cont'd

Records Retention (cont'd)

2. Copies of records provided for information purposes, working documents and meeting notices are deemed transitory and may be destroyed after having served their purpose.
3. All files intended for long or short-term storage must be boxed and the carton clearly marked indicating the box number, classification/records schedule, disposition and disposition date (e.g. 2001D) and the department/workplace location.
4. Duplicate records may be destroyed without permission of the Regional school board.

Transferring Cumulative Record Cards within the Region

1. When a student transfers from one school to another in the Region, the cumulative record card is sent to the receiving school. The receiving school must provide a written receipt for the cumulative record card to the transferring school upon receipt of the card.

Disposition of Records – Regional School Board

1. No record of the Tri-County Regional School Board shall be destroyed pursuant to a by-law of the school board unless
 - a) the individual responsible for records has submitted to the Superintendent a certificate stating that the individual has personally examined the records proposed to be destroyed and that, in the individual's opinion, there is nothing of value therein; and
 - b) the Superintendent has approved the destruction of the records referred to in the certificate.
2. Duplicate records may be destroyed without permission of the Superintendent.

Disposition of Records – Schools

1. No records of a school shall be destroyed unless the school principal has personally examined the records proposed to be destroyed and that in the principal's opinion, there is nothing of value therein.

PROCEDURE under Policy No. 723 cont'd

2. Records relating to student progress and school attendance by students must never be destroyed (*Education Act Section 63 (2) (e) & (f)*).
3. Duplicate records may be destroyed without permission of the school principal.

Protection of Privacy

1. Requests for transcripts and cumulative record cards must be made in writing signed by the applicant. E-mail and telephone requests must be backed up by a written request with signature. E-mail is not an official request.

Electronic Mail (E-mail)

1. All e-mail messages that are critical to school board business, an employee's duties or the position that person fills are official records of the school board and must be retained in the official record keeping system. Employees must transfer e-mail records to the paper record keeping system regularly and quickly.
2. E-mail is not a safe mode for sharing personal information. It is inappropriate for the transmission of information about identifiable individuals (personal information) because it does not meet the standards required by the FOIPOP legislation.



Records Retention Schedule – APPENDIX A under Policy No. 723

Record Name or Description & Department	Security Level	Reference	Document Life	Responsibility	Disposal Date
Board, Committee minutes, by-laws, resolutions	High	E.A. s. 63 2d	Eternity	Board Secretary	N/a
Policies	Low	Board policy	While ongoing	Board Secretary	As amended
Legal decisions	High	E.A. s.63 2c	6 years	Superintendent/Directors	6 years
Letters of Agreement – SAC	Low	Board policy	While ongoing	Coord of Mon.& Eval.	As amended
Cumulative record cards	High	E.A. s. 63 2f	Eternity	School principal	N/a
Examinations	High	Board policy	1 month after student promoted to next grade level	School principal	See Document Life column
Other information (discipline, bussing)	High	Board policy	Current school year	School principal	End of school year
Progress Reports	High	E.A. s.63 2f	Eternity	School principal	N/a
Attendance records	High	E.A. s. 63 2e	Eternity	School principal	N/a
Confidential files	High	E.A. s.63 2f	Eternity	School principal	N/a
Psychologist reports	High	E.A. s.63 2f	Eternity	Principal/Psychologist	N/a
Speech-language pathology reports	High	E.A. s.63 2f	Eternity	Principal/SLP	N/a
Student Services data (IPPs, outside agency reports, etc.)	High	E.A. s.63 2f	Eternity	School Principal	N/a
Personnel files (NSTU)	High	E.A. s.63 2g	Eternity	Dir of HR	N/a
Personnel files (non-NSTU)	High	E.A. s.63 2g	Eternity	Dir of HR	N/a
NSTU employee service records	High	E.A. s.63 2g	Eternity	Dir of HR	N/a
Competition files	High	E.A. s.63 2c	6 years	Dir of HR	6 years
Union records/agreements	High	E.A. s.63 2c	6 years	Dir of HR	6 years
Days Taught & Claimed	High	E.A. s.63 2g	Eternity	Dir of HR	N/a
Advertising	Low	Board policy	While ongoing	Comm. Officer	While ongoing
Speeches	Low	Board policy	While ongoing	Comm. Officer	While ongoing
News releases	Low	Board policy	While ongoing	Comm. Officer	While ongoing
News clippings	Low	Board policy	While ongoing	Comm. Officer	While ongoing
Memoranda of Understanding	Low	Board policy	While ongoing	Board Secretary	As amended
OHS data (minutes, training records, etc.)	Low	E.A. s.63 2c	6 years	Workplace	6 years
Documents, plans, survey records re title	High				
Architectural reports	Low				



Air Quality/environmental reports	Low	RESPONSIBILITY OF REGIONAL SCHOOL BOARD
Public Health assessments	High	
Insurance claims		
Audit reports		
Budget reports	Low	
Audit reports	Low	
Accts. Payable & Receivable	Low	
Purchase Orders	Low	
Utility records	Low	
Employee salaries/benefits	High	
Board member stipends	High	
New school construction records	Low	
Renovation records	Low	
Vehicle accident reports	High	
Tenders	Low	

E.A. – Education Act
S. – Section

F.A. – Freedom of Information and Protection of Privacy Act
Security levels: High – locked cabinet or secured room; Low – unlimited access

