



Niagara Catholic District School Board

RECORDS AND INFORMATION MANAGEMENT POLICY

STATEMENT OF GOVERNANCE 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 Operational 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/Procedures/Documents*](#)
 - [*Assessment, Evaluation and Reporting \(301.10\) Administrative Operational Procedures*](#)
 - [*Electronic Communications Systems Policy \(Employees\) \(201.2\)*](#)
 - [*Electronic Communications Systems \(Students\) \(301.5\) Administrative Operational Procedures*](#)
 - [*Ontario Student Record \(301.7\) Administrative Operational Procedures*](#)
 - [*Privacy Policy \(600.6\)*](#)
 - [*Privacy Breach Procedure*](#)
 - [*Freedom of Information Request Procedure Personal Information Bank*](#)
 - [*Records and Information Management Classification & Retention System*](#)

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