



## **Niagara Catholic District School Board**

# **Directory of General Records and Personal Information Banks**

(2017 edition)

## **Municipal Freedom of Information and Protection of Privacy Act**

*The Niagara Catholic District School Board, through the charisms of faith, social justice, support and leadership, nurtures an enriching Catholic learning community for all to reach their full potential and become living witnesses of Christ.*



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# MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

An Act to provide for Freedom of Information and Protection of Individual Privacy in Municipalities and Local Boards, effective January 1<sup>st</sup>, 1991.

## Section 34

- (1) A head shall make available for inspection by the public an index of all personal information banks held in the custody or under the control of the institution setting forth, in respect of each personal information bank,
  - (a) its name and location;
  - (b) the legal authority for its establishment;
  - (c) the types of personal information maintained in it;
  - (d) how the personal information is used on a regular basis;
  - (e) to whom the personal information is disclosed on a regular basis;
  - (f) the categories of individuals about whom personal information is maintained; and
  - (g) the policies and practices applicable to the retention and disposal of the personal information.
- (2) The Head shall ensure that the index is amended as required to ensure its accuracy.

# GENERAL INFORMATION

The Directory of Records is provided to assist the public in making requests under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

The Directory is organized into three main sections:

## 1. THE ORGANIZATION

The first section of the Directory describes the organization and how it is structured. Each of the major organization divisions and their responsibilities are listed. Use this section to help identify the division of the organization that is likely to hold the requested records.

## 2. GENERAL CLASSES OR TYPES OF RECORDS

The second section of the Directory lists the general classes or types of records held by the Board in its schools and business offices. Use this section to help identify the class or type of the requested records.

This directory is arranged in alphabetical order and contains the following information:

### **Name**

The full title of the institution.

### **Head**

The title, business address and telephone number of the Head of the institution.

### **Organization**

A description of the organizational structure.

### **Divisions**

A description of each major organizational unit or program area within the institution.

An alphabetical listing of the general classes or types of records maintained.

### **Access**

The title, address and telephone number of a contact person in the institution.

### **Fees**

Schedule of fees under the Freedom of Information and Protection of Privacy Act, 1989.

## 3. PERSONAL INFORMATION BANKS

The third section of the Directory lists the main personal information banks held by the Board in its schools and business offices. Use this section to help identify the personal information bank where the requested personal information is stored.

According to MFIPPA, S. 2 (1)

“personal information” means recorded information about an identifiable individual, including,

- (a) information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual,

- (b) information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved,
- (c) any identifying number, symbol or other particular assigned to the individual,
- (d) the address, telephone number, fingerprints or blood type of the individual,
- (e) the personal opinions or views of the individual except if they relate to another individual,
- (f) correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence,
- (g) the views or opinions of another individual about the individual, and
- (h) the individual's name if it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual

**“personal information bank”** means a collection of personal information that is organized and capable of being retrieved using an individual's name or an identifying number or particular assigned to the individual

**Personal Information Bank Index**

The responsible minister shall publish at least once each year an index of all personal information banks setting forth, in respect of each personal information bank.

**Name**

The full name of the personal information bank.

**Location**

The name of the division, agency or program which the bank supports.

**Legal Authority**

The statute, regulation which provided legal authority for the establishment of the bank.

**Personal Information Maintained**

The categories of personal information in the bank (e.g. name, age, financial information).

**Uses**

The principle purpose(s) for which the information is used.

**Users**

The individuals who have access to the information or to whom the information is disclosed.

**Individuals in the Bank**

The individuals about whom the information is maintained.

**Policies and Practices Applicable to the Retention and Disposal**

How long the information is kept and if it is destroyed or transferred to the Archives on Ontario.

The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) establishes a process for the public to gain access to records in the care and control of the Niagara Catholic District School Board.

A request, which could be made by writing a letter or by completing a [“Request Form”](#), should provide as much detail as possible about the information being requested, and indicating that it is a request covered under MFIPPA.

Individuals who have had access to their personal information and wish to request correction should complete a “Request for Correction of Personal Information Form”.

Completed forms must include a **\$5.00** application in the form of a cheque payable to the Niagara Catholic District School Board and addressed to:

*Freedom of Information Coordinator  
Niagara Catholic District School Board  
427 Rice Road, Welland, ON L3C 7C1*

Individuals who need assistance in locating records, personal information or making a request should contact the Freedom of Information Officer. The address and telephone number can be found at the end of this directory listed under "Request for Access".

### **Timeline / Decision**

The MFIPPA legislation states that an institution must provide the requester with the information and/or a decision regarding their request within 30 calendar days from the date a complete request is received. On occasion, the Board may ask for an extension if the request is for an extensive number of records and/or if an outside third party needs to be contacted, or the request is received during the summer months when school staff/administration may not be accessible.

### **Additional Fees**

The fees for requested documents are \$7.50 per 15 minutes for search time, computer data retrieval and preparation. Document copies are charged at the rate of .20 cents per page, plus shipping charges may apply. In the case of personal information, no fees are charged for the time required to locate and prepare records.

### **Appeal**

The Municipal Freedom of Information and Protection of Privacy Act allows individuals the right to appeal any decision made by the Board relating to access of records or personal information.

Appeals are filed with the Information and Privacy Commissioner (IPC) of Ontario who is an officer of the Ontario legislature and is independent of the government or any institution.

Complete an "[Appeal Form](#)" (or submit a written letter) within 30 calendar days of the Board giving notice of its decision.

The completed form or letter is then mailed to the IPC (the form cannot be submitted online).

*Registrar - Information and Privacy Commissioner/Ontario  
1400-2 Bloor Street East  
Toronto, ON M4W 1A8*

Refer to the Ontario Information and Privacy Commissioners Office [www.ipc.on.ca](http://www.ipc.on.ca) website for further information.

# RECORDS AND INFORMATION MANAGEMENT POLICY & ADMINISTRATIVE GUIDELINES



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: May 24, 2011

The Niagara Catholic District School 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 the records and information they create and maintain to support the Board's operations. 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**

- ***Privacy and Information Management PIM Toolkit***
- ***The Education Act, section 171 (1) 38***
- ***The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)***





## **RECORDS AND INFORMATION MANAGEMENT POLICY**

### ADMINISTRATIVE PROCEDURES

## **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*)

### **Records Management System**

All Niagara Catholic schools and departments will use a standardized Records Management System 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 Manager of Corporate Services and Communications.

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 management 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 classification 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 Manager of Corporate Services and Communications.

### **Records Management Manual**

The procedures for using the Records Management 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 Management Classification and 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 Manager of Corporate Services & Communications/Freedom of Information Coordinator.



## NIAGARA CATHOLIC DISTRICT SCHOOL BOARD RECORDS MANAGEMENT SYSTEM

Niagara Catholic Records Management System includes a classification and retention program 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 and information management program 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.

## **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 Management program will be routinely reviewed and revised.

*For further information on the Records Management System, please contact the Coordinator of Information Management - Corporate Services & Communications Department.*

## THE ORGANIZATION

**Name of Institution:** Niagara Catholic District School Board  
427 Rice Road, Welland, ON L3C 7C1  
905.735.0240

The Board's administration is headed by the Director of Education who serves as the Secretary-Treasurer to the Board and Chief Executive Officer. He is supported by the Superintendent of Program, the Superintendent of Secondary Schools, the Superintendent of Student Services, the Superintendent of Human Resources, the Superintendent of Business & Financial Services and the Controller of Facilities Services.

The Board consists of 8 Trustees, who are elected for a four-year term under the Municipal Elections Act, and 2 student Trustees who are elected by the Student Senate. The Trustees represent the ratepayers in 12 municipalities in the Regional Municipality of Niagara ... Fort Erie, Grimsby, Lincoln & West Lincoln, Niagara Falls, Niagara-on-the-Lake, Pelham, Port Colborne, St. Catharines, Thorold, Wainfleet & Welland.

The Niagara Catholic District School Board is organized into 5 sections:

1. Board of Trustees & Office of the Director
2. Academic Administration
3. Business Administration
4. Human Resources Administration
5. School Administration

# INDEX OF BOARD SECTIONS

## SECTION 1 BOARD OF TRUSTEES & OFFICE OF THE DIRECTOR

### Personal Information Banks

- Office of the Director of Education
- Trustees – Administration

## SECTION 2 ACADEMIC ADMINISTRATION

### Personal Information Bank

- Pupil/Parent Appeals

## SECTION 2.1 PROGRAM DEVELOPMENT

### Personal Information Bank

- Consultants' Objectives

## SECTION 3 BUSINESS ADMINISTRATION

### Personal Information Banks

- Accident and Incident Reports
- Canada Savings Bonds – Employee Purchase Plan
- Insurance Claims and Litigation History
- Payroll and Salary Administration
- Record of Employment
- Tax Assessment and Support Allocation
- Time Sheets
- Transportation

## SECTION 4 HUMAN RESOURCES ADMINISTRATION

### Personal Information Banks

- Employee Information
- Employee Job Evaluation
- Employee Personnel and Benefits Records
- Grievances
- Job Competitions and Applications
- Recruitment and Selection Files
- Referral Records
- Teachers'/Consultants' Timetables
- Teachers' Correspondence
- Teachers' Exchange Programs

## SECTION 5

### SCHOOL ADMINISTRATION

#### Personal Information Banks

- Career Information – Individual Pupil Files
- Cooperative Education – Placements and Work-Term Record
- Cooperative Education – Pupils
- Daily Attendance Register
- Level of Service (Exceptional Pupils)
- Marks Register
- Mature Pupil Evaluation
- Office Index Cards
- Ontario Student Records (OSR)
- Ontario Student Record (Special Education)
- Pupil Timetables

## SECTION 5.1

### CONTINUING EDUCATION

#### Personal Information Banks

- School of Continuing Education

## SECTION 1

# BOARD OF TRUSTEES & OFFICE OF THE DIRECTOR

### DESCRIPTION

The Board of Trustees establish the educational goals, set the priorities and overall policy and direction of the educational system, approve the annual operation and capital budgets, and evaluate the implementation of established directives.

### GENERAL CLASSES OF TYPES OF RECORDS

- Archival Records
- Board and Administrative Structure
- Board By-Laws, Policies, and Organization
- Board Minutes and Motions
- Board Publications and News Releases
- Board Reports, Briefs and Agendas
- Communications with other Boards, Municipalities and Agencies
- Communications and Employee Groups
- Composition of Board and Standing Committees
- Correspondence with Ministry of Education
- Ministry of Education Directives, Memoranda and Guidelines
- Organizational Chart
- Trustee Distribution and Certification of Election
- Trustee Honorarium and Allowances

### PERSONAL INFORMATION BANKS

- Office of the Director of Education
- Trustees - Administration

**NAME OF BANK**  
**OFFICE OF THE DIRECTOR OF EDUCATION**

**LOCATION**

Catholic Education Centre – Office of the Director of Education

**LEGAL AUTHORITY**

Education Act, R.S.O. 1990, Chapter E.2; MFIPPA, R.S.O. 1990, Chapter M.56

**INFORMATION MAINTAINED**

Correspondence to Superintendents; Ministry of Education; Parent Appeals; Pupil Awards; Board Events

**USES**

Administration of Board Services

**USERS**

Director of Education; designated staff for clerical functions

**INDIVIDUALS IN BANK**

Director of Education; Superintendents of Education; Staff, Pupils; Trustees; Nominees - Award of Distinction; Director's Inspiration Award; Distinguished Alumni Award

**RETENTION AND DISPOSAL**

2 years after termination, then files are reviewed and purged to minimum requirements

**NAME OF BANK**  
**TRUSTEES – ADMINISTRATION**

**LOCATION**

Catholic Education Centre – Office of the Director of Education

**LEGAL AUTHORITY**

Education Act, R.S.O. 1990, Chapter E.2; MFIPPA, R.S.O. 1990, Chapter M.56

**INFORMATION MAINTAINED**

Clerk's certification of election; declaration of office and oath of allegiance; name; address; telephone number (work and home); occupation; general correspondence; Trustee conference information

**USES**

Maintain official record of trustee election and term of office

**USERS**

Director of Education; Superintendents of Education; designated staff for clerical functions

**INDIVIDUALS IN BANK**

Individuals elected a trustees of the Board

**RETENTION AND DISPOSAL**

Permanent



## SECTION 2

### ACADEMIC ADMINISTRATION

#### DESCRIPTION

Academic Administration comprises the offices of the Superintendents of Education, Superintendent of Business & Financial Services, and the Controller of Facilities Services, with appropriate professional, technical and clerical support staff.

Academic Administration provides support to the Board of Trustees identifying the program and resource needs to deliver the broad educational programs established by the Ministry of Education; provides direction relative to the operation of the schools, conception, development and implementation of courses and programs in compliance with Ministry of Education guidelines; conducts needs assessments for special education to meet the individual Pupils' developmental, physical and intellectual abilities.

#### GENERAL CLASSES OF TYPES OF RECORDS

- Administrative Procedures and Operating Practices
- Agencies
- Agreements and Contracts with Employees, other Boards and Agencies
- Annual Reports to the Ministry of Education on schools, plant and property, staffing enrolments, Pupil special needs
- Athletic Program and Guidelines
- Boundaries for Schools
- Budget
- Consolidated School Records
- Correspondence with Board's schools, other school boards and schools, organizations, agencies municipal bodies ratepayers, parents and Pupils
- Correspondence with external Agencies and Associations
- Courses of Study
- Curriculum Courses of Study, Program and Resource Documents in compliance with the Elementary, Primary, Junior, Intermediate and Senior Divisions and the Ontario Secondary: Intermediate and Senior (OS:IS) and OAC requirements
- Day Care Programs
- Director of Education Directives
- Education Week Activities
- Employee Assistance Program
- Executive Committee Agendas and Minutes
- Home Instruction Records
- Identification, Placement and Review Committee (IPRC) Agendas, and decisions
- Leadership Programs
- Library Services Records
- News Releases
- Ministry of Education Directives and Correspondence
- Ministry of Education Guidelines and Documents for Programs and Courses
- Principal/Vice-Principal Association
- Program for Professional Growth and Evaluation Program

- Records relating to ancillary services, including Pupil supplies and cafeteria operations, Pupil newspaper/yearbook, school functions (dances, trips, concerts, etc.)
- Reports and Projects
- School Fund Raising Activities
- School Profiles
- School Year Calendar Activities
- Staff Meeting Agendas and Minutes
- Statues and Regulations governing Education and others as required to operate a Board of Education

**PERSONAL INFORMATION BANK**

- Pupil/Parent Appeals

<b>NAME OF BANK PUPIL/PARENT APPEALS</b>
<p><b>LOCATION</b> Catholic Education Centre – Office of the Superintendent of Education/Program</p> <p><b>LEGAL AUTHORITY</b> Education Act, R.S.O. 1990, Chapter E.2; MFIPPA, R.S.O. 1990, Chapter M.56</p> <p><b>INFORMATION MAINTAINED</b> Pupil name; address; telephone number; suspensions; disciplinary actions; and appeal documentation</p> <p><b>USES</b> Document Pupil appeal process</p> <p><b>USERS</b> Superintendent of Education/Program</p> <p><b>INDIVIDUALS IN BANK</b> Pupils with Appeals</p> <p><b>RETENTION AND DISPOSAL</b> Retirement of Pupil</p>

## SECTION 2.1

### PROGRAM DEVELOPMENT

#### DESCRIPTION

The Program Department coordinates the review, development and implementation of curriculum from Kindergarten through Grade 8. Program facilities include the Office of the Superintendent of Education/Program and the Program Consultant Offices.

Student Services staff includes: Superintendent of Education/Student Services, Student Services, Consultants, Learning Resources Counsellors and Resource Teachers, Assessment Counsellors, and Speech Language Pathologists. These staff members respond to request from school personnel for advice, consultation and program planning to assist individual Pupils with special needs.

#### GENERAL CLASSES OF TYPES OF RECORDS

- Assessment Instruments
- Committee Agendas and Minutes
- Community Services Liaison
- Contracts and Agreements
- Correspondence with External Government Agencies and Associations
- Creative Challenges
- Curriculum Guidelines and Procedures – External to Niagara Catholic District School Board
- Curriculum Courses of Study, Programs and Resource Documents
- Curriculum Review, Development and Implementation Projects
- Curriculum Resources Bookings, and Maintenance
- Education Committee Agendas and Minutes
- Home Care
- IPRC Agendas, Minutes and Decisions
- Ministry of Education Guidelines, Procedures and Correspondence
- Newsletters
- Preschool Programs
- Program Department Manual of Policies and Procedures
- Publications and News Releases
- Research Projects – Pupils, Program, and Community
- Second Language Programs
- Fresh Start Program
- Special Education Advisory Council (SEAC) Agendas and Minutes
- Special Education Policies and Procedures
- Special Education Programs including SALEP
- Speech/Languages Services
- Staff Development Training Programs
- Testing Materials and Assessment Instruments

#### PERSONAL INFORMATION BANK

- Consultants' Objectives

**NAME OF BANK**  
**CONSULTANTS' OBJECTIVES**

**LOCATION**

Catholic Education Centre – Office of the Superintendent of Education/Program

**LEGAL AUTHORITY**

Education Act, R.S.O. 1990, Chapter E.2; MFIPPA, R.S.O. 1990, Chapter M.56

**INFORMATION MAINTAINED**

A listing of objectives for each Consultant; suggested strategies for their implementation; resources and timelines required for completion; and notations and adjustments made twice a year

**USES**

To set performance objectives and review attainment/progress relative to Program Department directions and initiatives

**USERS**

Director of Education; Superintendent of Education/Program; Individual Consultants; designated staff for clerical functions

**INDIVIDUALS IN BANK**

Consultants of Program Department

**RETENTION AND DISPOSAL**

5 years

## SECTION 3

### BUSINESS ADMINISTRATION

#### DESCRIPTION

The Superintendent of Business and Financial Services provides leadership in developing and administering financial interpretation and strategic forecasting of the Board's financial matters. This division prepares and administers the annual budget. It also oversees investments; borrowing of funds; fiscal management; accounting; purchasing; insurance; tax assessment; computer services and integrated payroll and personnel services (IPPS).

The Business Department is responsible for planning and accommodation; transportation of pupils; community use of schools; all matters pertaining to plant; property and the Board's Information System.

#### GENERAL CLASSES OF TYPES OF RECORDS

- Accountability Reports
- Assets Managements
- Audit and Efficiency Reports
- Annual Audited Financial Statements
- Archive Listing: Old Cash Books; Budgets; Catalogues; Cheques
- Building Plans and Architectural Drawings
- Building Maintenance of School Facilities and Board Offices
- Boundaries
- Budgets
- Bulk Requisition Program for Goods
- Canada Savings Bonds
- Cancelled Cheques
- Capital Budget Forecast
- Capital Projects
- Computer Systems
- Consulting reports
- Contracts and Agreements
- Correspondence with External Government Agencies and Municipalities
- Debentures
- Deeds to Property Past and Presently Owned by the Board
- Enrolment Summaries
- Estimates
- Expense Account Records
- Finance and Purchasing Policies and Procedures
- Financial Data and Statistical Reports
- General Ledger of Accounts
- Government-Sponsored Programs and Services
- Health and Safety Committee Agendas and Minutes
- Health and Safety Programs and Guidelines
- Insurance Policies
- Inventory Management
- Investments
- Invoices

- Labour Relations
- Legal records including Statutes and Regulations; Research and Opinions
- Maintenance Work Orders
- Maps
- Ministry of Municipal Affairs; Niagara Region Cities; Towns; Townships and Villages; Plans of Subdivision; Official Plans and Zone Changes
- Municipal Requisitions
- Occurrence Reports
- Operational Plans
- Permits/Facility Bookings
- Petty Cash Vouchers
- Facilities Manual of Policies and Procedures
- Product Information
- Property Assessments and Support Allocation
- Purchase Orders
- Quotations
- Registers and Ledgers
- Requisitions
- Reserves and Reserve Funds
- Retail Sales Tax Records
- School Fire Safety Plans and Inspections
- Security Policies and Procedures
- Surveys and Reports
- Tenders and Vendor Contracts
- Transportation
- Vehicles Licenses/Permits
- Vehicle Safety
- Work Programs

#### **PERSONAL INFORMATION BANK**

- Accident and Incident Reports
- Canada Savings Bonds - Employee Purchase Plan
- Insurance Claims and Litigation History
- Payroll and Salary Administration
- Record of Employment
- Tax Assessment and Support Allocation
- Time Sheets
- Transportation

**NAME OF BANK  
ACCIDENTS AND INCIDENT**

**LOCATION**

Catholic Education Centre – Office of the Superintendent of Business & Financial Services; Facilities Services Department

**LEGAL AUTHORITY**

Education Act, R.S.O. 1990, Chapter E.2; MFIPPA, R.S.O. 1990, Chapter M.56

**INFORMATION MAINTAINED**

Name; address; description of injuries; complaints; vandalism; and other unlawful or prohibited activities

**USES**

Document accidents and incidents in the event of litigations; operational review

**USERS**

Business and Financial Services staff; designated staff for clerical functions

**INDIVIDUALS IN BANK**

Individuals injured on school property; individuals involved in acts of vandalism on school property

**RETENTION AND DISPOSAL**

5 years, then destroyed

**NAME OF BANK  
CANADA SAVINGS BONDS – EMPLOYEE PURCHASE PLAN**

**LOCATION**

Catholic Education Centre – Payroll Department

**LEGAL AUTHORITY**

Education Act, R.S.O. 1990, Chapter E.2; MFIPPA, R.S.O. 1990, Chapter M.56

**INFORMATION MAINTAINED**

Employee name; address; telephone number; social insurance number; amount of reduction; bond serial numbers; bond purchase forms; cancellations and issues; general bond information

**USES**

Ensure correct delivery of bonds; verify employee Canada Savings Bond deductions and payment amounts

**USERS**

Accounting Department staff; Payroll Department staff; designated staff for clerical functions

**INDIVIDUALS IN BANK**

Board Employees

**RETENTION AND DISPOSAL**

Permanent

**NAME OF BANK**  
**INSURANCE CLAIMS AND LITIGATION HISTORY**

**LOCATION**

Catholic Education Centre – Business and Financial Services Department

**LEGAL AUTHORITY**

Education Act, R.S.O. 1990, Chapter E.2; MFIPPA, R.S.O. 1990, Chapter M.56

**INFORMATION MAINTAINED**

Name; address; telephone number; type of claim (personal or property liability); incident report; litigation and settlement

**USES**

Document insurance claim; provide basis for legal proceedings

**USERS**

Superintendent of Business and Financial Services; Niagara Student Transportation Services (NSTS); Board-appointed legal Counsel; designated staff for clerical functions

**INDIVIDUALS IN BANK**

Individuals who have taken legal action against the Board as result of accident or injury

**RETENTION AND DISPOSAL**

7 years after resolution of lawsuit, then destroyed

**NAME OF BANK**  
**PAYROLL AND SALARY ADMINISTRATION**

**LOCATION**

Catholic Education Centre – Payroll Department; Human Resources Department

**LEGAL AUTHORITY**

Education Act, R.S.O. 1990, Chapter E.2; MFIPPA, R.S.O. 1990, Chapter M.56

**INFORMATION MAINTAINED**

Employee name; address; telephone number; date of birth; pay level; social Insurance number; salary; deductions (i.e. income tax; IC; pension plan contributions); 4/5 plan; life insurance

**USES**

Issue pay cheques; salary administration; prepare statistical reports; T4's; benefit administration and deductions

**USERS**

Payroll Department staff; Human Resources Department staff; Board-appointed auditors; designated staff for clerical functions

**INDIVIDUALS IN BANK**

Board Employees

**RETENTION AND DISPOSAL**

Permanent



**NAME OF BANK  
RECORD OF EMPLOYMENT**

**LOCATION**

Catholic Education Centre – Payroll Department

**LEGAL AUTHORITY**

Education Act, R.S.O. 1990, Chapter E.2; MFIPPA, R.S.O. 1990, Chapter M.56; Employment Insurance Act (S.C. 1996; c. 23)

**INFORMATION MAINTAINED**

Employee name; address; telephone number; social Insurance number; employee payroll number; type of job; insurable earnings

**USES**

Payroll administration and reporting to IC

**USERS**

Manager of Accounting Services and support staff; government auditors; designated staff for clerical functions

**INDIVIDUALS IN BANK**

Terminated and/or laid-off employees for employment insurance purposes

**RETENTION AND DISPOSAL**

7 years, then destroyed

**NAME OF BANK  
TAX ASSESSMENT AND SUPPORT ALLOCATION**

**LOCATION**

Catholic Education Centre – Student Information and Administrative Services Department

**LEGAL AUTHORITY**

Education Act, R.S.O. 1990, Chapter E.2; MFIPPA, R.S.O. 1990, Chapter M.56

**INFORMATION MAINTAINED**

Name; Assessment Roll number; mailing address; property location; legal description of property; occupancy status school system supported; and mill rate

**USES**

Produce reports and statistics for regional assessment

**USERS**

Student Information and Administrative Services; designated staff for clerical functions

**INDIVIDUALS IN BANK**

All ratepayers in the Board's jurisdiction

**RETENTION AND DISPOSAL**

Until superceded

**NAME OF BANK  
TIME SHEETS**

**LOCATION**

Catholic Education Centre – Payroll Department

**LEGAL AUTHORITY**

Education Act, R.S.O. 1990, Chapter E.2; MFIPPA, R.S.O. 1990, Chapter M.56

**INFORMATION MAINTAINED**

Employee name; telephone number; position; hours worked; location

**USES**

Administer payroll and reports to IC

**USERS**

Payroll staff; Board-appointed auditors; designated staff for clerical functions

**INDIVIDUALS IN BANK**

All Board employees

**RETENTION AND DISPOSAL**

7 years, then destroyed

**NAME OF BANK  
TRANSPORTATION**

**LOCATION**

Niagara Student Transportation Services (NSTS)

**LEGAL AUTHORITY**

Education Act, R.S.O. 1990, Chapter E.2; MFIPPA, R.S.O. 1990, Chapter M.56

**INFORMATION MAINTAINED**

Pupil name; address; telephone number; school bus route number; bus driver name; address; telephone number

**USES**

Provide transportation of pupils to and from school and school-related activities

**USERS**

Niagara Student Transportation Services (NSTS); designated staff for clerical functions

**INDIVIDUALS IN BANK**

All pupils requiring transportation

**RETENTION AND DISPOSAL**

Current year plus 1 year, then destroyed

## SECTION 4

# HUMAN RESOURCES ADMINISTRATION

### DESCRIPTION

The Superintendent of Education/Human Resources is responsible to the Board for the provision and management of the necessary human resources including: Employment Equity; Pay Equity; Staff Training and Development; Labour Relations; Wage and Salary Administration; Pensions and Benefits and effective Staff Relations.

The Human Resources Department is responsible for administering all teaching Collective Agreements (OECTA-Welland Unit; OECTA-Niagara Secondary Unit; and Occasional Teachers; OECTA–Occasional Teachers); as well as assisting in collective bargaining and staff relations; recruitment; selection and transfer of teaching staff; providing direction relative to the necessary teaching resources.

The Human Resources Department within the Board is responsible for coordinating/implementing and managing all human resources functions including: labour relations; negotiations; staffing; personnel policies/regulations; wage and salary administration; benefits; pensions; employment equity; worker's compensation; payroll and administering all non-teaching Collection Agreements (CUPE Local 1317).

In each school; the principal is responsible for management and instructional leadership; there may also be one or more vice-principals and teachers in charge of organizational units as well as teaching; secretarial and maintenance staff. The primary purposed of the school is to foster Pupil learning.

### GENERAL CLASSES OR TYPES OF RECORDS

- Budgets and Financial Statements
- Business Proposals/Plans
- Class Size Reports
- Collective Agreements
- Committee Agendas and Minutes
- Correspondence with Board Employee Groups
- Correspondence with External Agencies and Associations
- Employee Assistance Programs
- Employee Awards and Recognition Committee Agendas and Minutes
- Employee Benefits; Studies; and Surveys
- Employee Benefits Contracts; Information and Administration
- Employee Pension Information
- Employment Equity
- Faculties of Education Liaison
- Federation Liaison
- 4/5 Five-Plan
- Human Resources Allocation
- Human Resources Planning (research and comparative information; reports)
- Job Classification and Specifications
- Job Evaluation; Analysis and Postings
- Negotiations
- Pay Equity
- Policies and Procedures
- Reviews and Reports

- Staff Relations and Services
- Staff Training and Development Programs
- Statutes and Regulations relating to Human Resources System Staffing
- Workers' Compensation Information and Administration

**PERSONAL INFORMATION BANKS**

- Employee Files
- Employee Job Evaluation Files
- Employee Personnel and Benefits Records
- Grievances
- Job Competitions and Applications
- Recruitment and Selection Files
- Referral Records
- Teachers'/Consultants' Timetables
- Teachers' Correspondence
- Teachers' Exchange Program

**NAME OF BANK  
EMPLOYEE FILES**

**LOCATION**

Catholic Education Centre - Human Resources Department; Computer Services Department; Schools; and Supervisory Personnel

**LEGAL AUTHORITY**

Collective Agreements and Ontario Legislation governing School Board operations; Education Act, R.S.O. 1990, Chapter E.2; MFIPPA, R.S.O. 1990, Chapter M.56; Employment Standards Act, 2000; Human Rights Code, R.S.O. 1990; Employment Equity Act, 1993; Pension Benefits Act, R.S.O. 1990; Pay Equity Act, R.S.O. 1990; Occupational Health & Safety Act, R.S.O. 1990; Worker's Compensation Act, R.S.O. 1990

**INFORMATION MAINTAINED**

Confidential employee profile; applications and résumés; performance reports; staff absence records; general correspondence; employment contracts; educational qualifications; educational upgrading; employment history; benefits; beneficiary; medical information; worker's compensation claims; grievances

**USES**

Maintain official record of employee information and transactions; administer salary; benefits; provide data for staffing and operational planning

**USERS**

Human Resources Department staff; Senior Administration; designated staff for clerical functions

**INDIVIDUALS IN BANK**

Permanent and casual employees

**RETENTION AND DISPOSAL**

2 years after termination, then files are reviewed and purged to minimum requirements (i.e. benefits paid and length of employment). Payroll and salary records – permanent

**NAME OF BANK**  
**EMPLOYEE JOB EVALUATION FILE**

**LOCATION**

Catholic Education Centre - Human Resources Department

**LEGAL AUTHORITY**

Education Act, R.S.O. 1990, Chapter E.2; MFIPPA, R.S.O. 1990, Chapter M.56; Pay Equity Act; R.S.O. 1990; Collective Agreements

**INFORMATION MAINTAINED**

Name; address; telephone number; social insurance number; job fact sheet

**USES**

Salary administration and compliance with Pay Equity Act

**USERS**

Human Resources Department staff; designated staff for clerical functions

**INDIVIDUALS IN BANK**

Employees of the Board

**RETENTION AND DISPOSAL**

2 years after termination, then destroyed

**NAME OF BANK**  
**EMPLOYEE PERSONNEL AND BENEFIT RECORDS**

**LOCATION**

Catholic Education Centre - Human Resources Department; individual school sites

**LEGAL AUTHORITY**

Education Act, R.S.O. 1990, Chapter E.2; MFIPPA, R.S.O. 1990, Chapter M.56; Employment Standards Act, 2000; Human Rights Code, R.S.O. 1990; Employment Equity Act, 1993; Pension Benefits Act, R.S.O. 1990; Pay Equity Act, R.S.O. 1990; Occupational Health & Safety Act, R.S.O. 1990; Worker's Compensation Act, R.S.O. 1990; Ontario Municipal Employees Retirement System Act, 2006 (OMERS)

**INFORMATION MAINTAINED**

Employee name; address; telephone number; date of birth; marital status and dependent information; citizenship; social Insurance Number; education and work history; attendance and leave records; performance evaluations (including program for professional growth and evaluations; and leadership records); benefit options; salary; payroll and benefit transactions; beneficiaries; next of kin; garnishments; grievances; general correspondence; medial information; and worker's compensation claims

**USES**

Maintain official record of employee information and transactions; administer salary; benefits; provide date for staffing and operational planning

**USERS**

Human Resources Department staff; Superintendents of Education; Board-appointed auditors; Principals or designated Supervisors of the individual; designated staff for clerical functions

**INDIVIDUALS IN BANK**

Employees of the Board

**RETENTION AND DISPOSAL**

2 years after termination, then files are reviewed and purged to minimum requirements (i.e. benefits paid and length of employment). Payroll and salary records - permanent

**NAME OF BANK  
GRIEVANCES**

**LOCATION**

Catholic Education Centre - Human Resources Department; Office of the Director of Education; Board-appointed Legal Counsel

**LEGAL AUTHORITY**

Education Act, R.S.O. 1990; MFIPPA, R.S.O. 1990, Chapter M.56; School Boards and Teachers Collective Negotiations Act, R.S.O. 1990

**INFORMATION MAINTAINED**

Name; grievance forms; notices and replies; grievance awards; correspondence about the grievance; supporting documentation

**USES**

Document the grievance process

**USERS**

Superintendent of Education/Human Resources; Manager of Human Resources; Director of Education; designated staff for clerical functions

**INDIVIDUALS IN BANK**

Board unionized employees submitting formal grievances

**RETENTION AND DISPOSAL**

Variable after conclusion of the grievance then destroyed

**NAME OF BANK**  
**JOB COMPETITIONS AND APPLICATIONS**

**LOCATION**

Catholic Education Centre - Human Resources Department

**LEGAL AUTHORITY**

Education Act, R.S.O. 1990; MFIPPA, R.S.O. 1990, Chapter M.56

**INFORMATION MAINTAINED**

Applications and resumes; competition documentation

**USES**

Administer the staffing and recruitment process

**USERS**

Superintendent of Education/Human Resources; Manager of Human Resources; Supervisors; designated staff for clerical functions

**INDIVIDUALS IN BANK**

Persons seeking employment or change of employment with the Board

**RETENTION AND DISPOSAL**

1 year solicited; 6 months unsolicited, then destroyed

**NAME OF BANK**  
**RECRUITMENT AND SELECTION FILES**

**LOCATION**

Catholic Education Centre - Human Resources Department

**LEGAL AUTHORITY**

Education Act, R.S.O. 1990

**INFORMATION MAINTAINED**

Applications and resumes

**USES**

To document the staffing and recruitment process

**USERS**

Superintendent of Education/Human Resources; Manager of Human Resources; Supervisors; designated staff for clerical functions

**INDIVIDUALS IN BANK**

Unsolicited external applicants seeking employment; solicited applicants for vacant positions

**RETENTION AND DISPOSAL**

1 year solicited; 6 months unsolicited, then destroyed

**NAME OF BANK  
REFERRAL RECORDS**

**LOCATION**

Catholic Education Centre – Special Education Department

**LEGAL AUTHORITY**

Education Act, R.S.O. 1990; MFIPPA, R.S.O. 1990, Chapter M.56

**INFORMATION MAINTAINED**

Pupil name; date of birth; grade; school; level of service; referrals; assessor's name; assessments; date of referral and response

**USES**

Maintain records for tracking; analysis; and trends for producing statistical reports

**USERS**

Consultants; Special Education staff; Superintendents of Education; Teachers; designated staff for clerical functions

**INDIVIDUALS IN BANK**

Individuals enrolled as Pupils in the Ontario Educational System

**RETENTION AND DISPOSAL**

1 year after most recent counselling, then destroyed

**NAME OF BANK  
TEACHERS' CORRESPONDENCE**

**LOCATION**

Catholic Education Centre - Human Resources Department

**LEGAL AUTHORITY**

Education Act, R.S.O. 1990; MFIPPA, R.S.O. 1990, Chapter M.56

**INFORMATION MAINTAINED**

Teacher's name; address; telephone number; general correspondence relating to Human Rights issues; Teacher Appeals and Litigations

**USES**

Maintain on-going correspondence files

**USERS**

Superintendent of Education/Human Resources; Manager of Human Resources; Supervisors; designated staff for clerical functions

**INDIVIDUALS IN BANK**

Individual Teachers

**RETENTION AND DISPOSAL**

Undetermined



**NAME OF BANK**  
**TEACHERS' EXCHANGE PROGRAMS**

**LOCATION**

Catholic Education Centre - Human Resources Department; Schools

**LEGAL AUTHORITY**

Education Act, R.S.O. 1990; MFIPPA, R.S.O. 1990, Chapter M.56

**INFORMATION MAINTAINED**

Teacher's name; address; telephone number; school; exchange locations; general correspondence of teachers involved in Exchange Programs

**USES**

Maintain record of teachers involved in Exchange Programs

**USERS**

Superintendent of Education/Human Resources; Human Resources Department; School Principals; designated staff for clerical functions

**INDIVIDUALS IN BANK**

Teachers involved in Exchange Programs

**RETENTION AND DISPOSAL**

Permanent

## SECTION 5

### SCHOOL ADMINISTRATION

#### DESCRIPTION

For each school; the Principal is responsible for: order and discipline; staff relations; registration of pupils and record of attendance; Ontario Student Record (OSR); Pupil and teacher timetables; examinations and reports; promotion of pupils; textbooks; reports as required by Supervisory Officers or the Ministry of Education; care of pupil's property.

The Principal is also responsible for management and instructional leadership; there may be one or more Vice-Principals and teachers in charge of organization units as well as teaching; secretarial and maintenance staff. The primary purpose of the school is to foster Pupil learning.

#### GENERAL CLASSES OR TYPES OF RECORDS

- Athletic Programs
- Budgets
- Correspondence with External Agencies and Associations
- Courses of Study
- Curriculum Plans
- Day Care Programs
- Enrolment and Registration records; including registration policy; operations and statistics; enrolment audits; fee records and transcript requisitions
- Emergency Medical Services
- Examinations and Assessment Instruments
- Graduate Placement Reports
- Home Instruction Records
- Leadership Programs
- Library Service Records
- Ministry of Education Directives; Memoranda and Guidelines
- Ministry of Education School Reports on Staff and Pupils
- Program Accreditation and Evaluation Records
- Program for Professional Growth and Evaluation Program
- Promotion Records
- Records relating to ancillary services; including Pupil supplies and cafeteria operations; Pupil newspaper/yearbook; school functions (i.e. dance; trips; concerts; etc.)
- Records relating to development and delivery of academic programs
- Reports and Projects
- School Facility Architectural Plans and Plot Plans
- School Fund-Raising Activities
- School Profiles
- School Purchasing and Accounting Records
- Staff Meeting Agendas and Minutes
- Student Service Records; including financial-aid services; funding program records for scholarships and bursaries
- Uses of School Facilities Agreements
- Visitors' Register

## PERSONAL INFORMATION BANKS RECORDS

- Career Information – Record of Pupil Visits
- Cooperative Education Placements and Work-term Record
- Cooperative Education – Pupils
- Daily Attendance Register
- Level of Service (Exceptional Pupils)
- Marks Register
- Mature Pupil Evaluation
- Office Index card
- Ontario Student Record (OSR)
- Ontario Student Record (Special Education)
- Scholarships
- Pupil Timetables

### NAME OF BANK CAREER INFORMATION – RECORD OF PUPIL VISITS

#### LOCATION

Career Information Centres

#### LEGAL AUTHORITY

Education Act, R.S.O. 1990; MFIPPA, R.S.O. 1990, Chapter M.56

#### INFORMATION MAINTAINED

Pupil name; address; telephone number; date of birth; level; school attended

#### USES

Maintain official record of Pupil visits to Centre

#### USERS

Career Counsellors; Guidance Counsellors; Pupil; designated staff for clerical functions

#### INDIVIDUALS IN BANK

Pupils from grades 9-12

#### RETENTION AND DISPOSAL

5 years on site

NAME OF BANK  
**COOPERATIVE EDUCATION PLACEMENTS  
AND WORK-TERM RECORD**

**LOCATION**

Catholic Education Centre; Secondary Schools

**LEGAL AUTHORITY**

Education Act, R.S.O. 1990; MFIPPA, R.S.O. 1990, Chapter M.56

**INFORMATION MAINTAINED**

Pupil name; address; telephone number; school; Pupil placements; evaluations and credit standing

**USES**

Administer placement and work-term programs

**USERS**

Principals of Secondary Schools' Cooperative Education Coordinator; respective Teachers; designated staff for clerical functions

**INDIVIDUALS IN BANK**

Pupils/Training Organizations involved in Cooperative Education Program

**RETENTION AND DISPOSAL**

5 years after pupil retires, then destroyed

NAME OF BANK  
**COOPERATIVE EDUCATION – PUPILS**

**LOCATION**

Catholic Education Centre; Secondary Schools

**LEGAL AUTHORITY**

Education Act, R.S.O. 1990; MFIPPA, R.S.O. 1990, Chapter M.56

**INFORMATION MAINTAINED**

Pupil name; sex; address; telephone number (school); telephone number (home); course codes; school attended; level; # of hours worked and credits earned; occupational code

**USES**

To report to the Ministry of Education on the number of hours and credits worked per calendar year (use figure to pay for worker's compensation)

**USERS**

Superintendents of Education/Program; Cooperative Education Coordinators; designated staff for clerical functions

**INDIVIDUALS IN BANK**

Pupils involved in the Cooperative Education Program

**RETENTION AND DISPOSAL**

5 years on site

NAME OF BANK  
**DAILY ATTENDANCE RECORD**

**LOCATION**

Elementary Schools; Secondary Schools

**LEGAL AUTHORITY**

Education Act, R.S.O. 1990; MFIPPA, R.S.O. 1990, Chapter M.56

**INFORMATION MAINTAINED**

Pupil name; school; daily attendance of pupils enrolled full-time and part-time; list of each day of the school year as an instructional day; professional activity day or school holiday

**USES**

Maintain official record of Pupil attendance; calculate Ministry grants

**USERS**

Principals; Teachers; Superintendents of Education; designated staff for clerical functions

**INDIVIDUALS IN BANK**

Pupils enrolled in the Ontario Education System

**RETENTION AND DISPOSAL**

Permanent

NAME OF BANK  
**LEVEL OF SERVICE (EXCEPTIONAL PUPILS)**

**LOCATION**

Catholic Education Centre – Student Services Department

**LEGAL AUTHORITY**

Education Act, R.S.O. 1990; MFIPPA, R.S.O. 1990, Chapter M.56

**INFORMATION MAINTAINED**

Pupil name; date of birth; school; grade; level of service; IPRC date

**USES**

Maintain level of service records for Pupils

**USERS**

Student Services Department; Consultants; Superintendents of Education; Teachers; designated staff for clerical functions

**INDIVIDUALS IN BANK**

Designated Exceptional Pupils

**RETENTION AND DISPOSAL**

1 year after most recent counselling; subject to inclusion in OSR (permanent)

**NAME OF BANK  
MARKS REGISTER**

**LOCATION**

Elementary Schools; Secondary Schools

**LEGAL AUTHORITY**

Education Act, R.S.O. 1990; MFIPPA, R.S.O. 1990, Chapter M.56

**INFORMATION MAINTAINED**

Listing by class and Pupil name of all marks and date from System-Wide monitoring of Student Achievement

**USES**

Maintain official record of Pupil marks; issue transcripts; diagnose Pupil learning needs and abilities

**USERS**

Principals; Teachers; Superintendents of Education; designated staff for clerical functions

**INDIVIDUALS IN BANK**

Pupils enrolled in the Ontario Education System

**RETENTION AND DISPOSAL**

1 year for System-Wide Monitoring; subject to inclusion in OSR (permanent)

**NAME OF BANK  
MATURE PUPIL EVALUATION**

**LOCATION**

Catholic Education Centre – Continuing Education Department; Continuing Education Learning Centres

**LEGAL AUTHORITY**

Education Act, R.S.O. 1990; MFIPPA, R.S.O. 1990, Chapter M.56

**INFORMATION MAINTAINED**

Pupil name; date of birth; telephone number; last school attended; secondary school credits to date; record of apprenticeship; equivalent education credits; potential maturity credits; additional credits to be earned towards a diploma

**USES**

Mature Pupil evaluation and remaining in credit towards a diploma

**USERS**

Principals; Teachers; Superintendents of Education; designated staff for clerical functions

**INDIVIDUALS IN BANK**

Adults requesting assessments for academic upgrading

**RETENTION AND DISPOSAL**

Permanent

**NAME OF BANK**  
**OFFICE INDEX CARDS**

**LOCATION**

Elementary Schools; Secondary Schools

**LEGAL AUTHORITY**

Education Act, R.S.O. 1990; MFIPPA, R.S.O. 1990, Chapter M.56

**INFORMATION MAINTAINED**

Pupil name; Pupil number; sex; date of birth; name of parents/guardians; name of parent/guardian who has custody of the Pupil and whether such custody is exclusive; address; telephone number; date of enrolment; transfers; retirement from school; name and address or identification number of the school to identify the source of the index card. May also include information about professional practitioners and advisors currently working with the school; pupil's means of transportation to and from school; other information the Principal considers relevant or beneficial to teachers in the instruction of the pupil

**USES**

Backup of OSR vital information; to assist in locating the Pupil or in obtaining assistance for the Pupil in case of an emergency; procedure to be followed in respect of an identified health condition of pupil

**USERS**

Principals; Teachers; Superintendents of Education; designated staff for clerical functions

**INDIVIDUALS IN BANK**

Pupils enrolled in the Ontario Education System

**RETENTION AND DISPOSAL**

55 years after pupil retires from school, then destroyed

NAME OF BANK  
**ONTARIO STUDENT RECORD**

**LOCATION**

All Schools

**LEGAL AUTHORITY**

Education Act, R.S.O. 1990; MFIPPA, R.S.O. 1990, Chapter M.56; Ontario Student Record (OSR) Guideline, 2000

**INFORMATION MAINTAINED**

Pupil Name; pupil number; photograph; sex; date of birth; name of parents/guardians; address; telephone number; specific health information; date of enrolment; transfers; retirement from school and destination; retirement from Ontario School System; constructional activities participation (if applicable); documentation file including emergency telephone number; results of teacher-administered standardized test; notes regarding parent contacts; pupil interviews and/or program decisions; referrals of pupil; if any; to services or agencies; correspondence; consent forms; proof of immigration status; resource staff assessment/progress reports; tax support; information that may, in the opinion of the Principal; be beneficial to teachers in the instruction of the pupil; special achievements in school activities (i.e. outstanding achievements; awards; scholarships); copy of the Ontario Student Transcript of secondary courses for which credit has been granted including summer school; evening community education correspondence courses; and external music credits; report cards and interim reports

**USES**

Maintain official record of pupils education history; provide information conducive to the improvement of instruction

**USERS**

Principals; Teachers; Superintendents of Education; designated staff for clerical functions

**INDIVIDUALS IN BANK**

Pupils enrolled in the Ontario education system

**RETENTION AND DISPOSAL**

55 years after pupil retires from school, then destroyed



**NAME OF BANK  
PUPIL TIMETABLES**

**LOCATION**

Elementary Schools (Grade 7 & 8); Secondary Schools

**LEGAL AUTHORITY**

Education Act, R.S.O. 1990; MFIPPA, R.S.O. 1990, Chapter M.56

**INFORMATION MAINTAINED**

Pupil name; pupil number; scheduled time of classes' enrolled in

**USES**

Scheduling of pupils for education programs offered by the school; to assist in locating a pupil in case of an emergency

**USERS**

Principals; Teachers; Pupils; designated staff for clerical functions

**INDIVIDUALS IN BANK**

Pupils enrolled for a particular school term/year

**RETENTION AND DISPOSAL**

Kept for current year/term, then destroyed

## SECTION 5.1

### CONTINUING EDUCATION

#### DESCRIPTION

The School of Continuing Education offers credit and non-credit programs; at individual Centres; during the daytime; evenings and during the summer. Programs are also offered on a contract basis between the Board and local agencies such as NITAC and NPIEC.

The Principal of the School for Continuing Education is responsible for the delivery of all programs; budgets; Pupil records; and for producing reports as required by the Board or the Ministry of Education.

#### GENERAL CLASSES OR TYPES OF RECORDS

- Adult Basic Literacy
- Advertising
- Courses of Study
- Daytime and Evening Credit and Non-Credit Programs
- English as a Second Language
- Enrolment summaries
- Heritage Language Studies
- Policies and procedures
- Summer School

#### NAME OF BANK

### SCHOOL OF CONTINUING EDUCATION

#### LOCATION

Catholic Education Centre – Continuing Education Department;  
Continuing Education Centres

#### LEGAL AUTHORITY

Education Act, R.S.O. 1990; MFIPPA, R.S.O. 1990, Chapter M.56

#### INFORMATION MAINTAINED

Pupil name; sex; address; telephone number; course codes; school attended; level; credits earned

#### USES

To maintain Pupil records

#### USERS

Principal of Continuing Education; designated staff for clerical functions

#### INDIVIDUALS IN BANK

Pupils enrolled in continuing education courses

#### RETENTION AND DISPOSAL

5 years after Pupil retires, then destroyed