



Niagara Catholic District School Board

RECORDS AND INFORMATION MANAGEMENT POLICY

ADMINISTRATIVE OPERATIONAL PROCEDURES

600 – Business Services

Policy No 600.2

Adopted Date: March 31, 1998

Latest Reviewed/Revised Date: February 27, 2018

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)

Non-records

“Non-records” include, but are not limited to library and reference materials, stocks of publications and forms, extra copies for convenience, duplicate microfilm, transitory records, and personal papers.

Transitory Records

“Transitory Records” are records that hold no further value to the school Board beyond an immediate or minor transaction, or records that may be required only for a very short time, perhaps until they are made obsolete by an updated version of the record, or by a subsequent transaction or decision. Examples of transitory records include notices of meetings, routine notices or memos regarding holidays or special events circulated to all staff or posted in public folders; insignificant or inconsequential information items concerning routine administrative or operational matters; daily student work/assignments, and personal messages and information.

ACCESS TO RECORDS

Access to personal/confidential information kept by the Board shall be restricted to the individual about whom the information refers, the Board personnel who have a need to know this information in the course of their work, and to such others as is admissible within the terms of the Municipal Freedom of Information and Protection of Privacy Act, and the Education Act.

RECORDS AND INFORMATION MANAGEMENT CLASSIFICATION & RETENTION SYSTEM

All Niagara Catholic schools and departments will use a standardized 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 Coordinator of Information Management/Privacy and Freedom of Information.

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 and Information Management Classification & Retention 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 and Information Management Classification & Retention 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 Coordinator of Information Management/Privacy and Freedom of Information.

RECORDS MANAGEMENT MANUAL

The procedures for using the Records and Information Management Classification & Retention 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 and Information Management Classification & 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 Coordinator of Information Management/Privacy and Freedom of Information.



NIAGARA CATHOLIC DISTRICT SCHOOL BOARD RECORDS AND INFORMATION MANAGEMENT PROGRAM

Niagara Catholic's Records and Information Management Program includes a Records and Information Management Classification & Retention System 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 management system 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.

Disposition/Destruction of Records

Records should be destroyed as soon as possible after the approved retention periods have lapsed, as stipulated in the Records and Information Management Classification & Retention System. In most cases, this should be undertaken as an annual procedure. Paper records should be destroyed under controlled and confidential conditions by shredding. Electronic records should be destroyed by deleting them from the workstation and mainframe configurations. Employees should delete personal and transitory messages from e-mail and voice mail on a regular basis.

Legal requirements supersede any and all Board policies authorizing destruction of records, including the authority granted in approved retention schedules.

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 and Information Management Program will be routinely reviewed and revised.

For further information on the Records and Information Management System, please contact the Coordinator of Information Management/Privacy and Freedom of Information.

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