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: September 8, 2026

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. Records and information that are accurate, authentic, reliable, trustworthy, support accountability, and serve as evidence of daily school board operations. 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.

The Records and Information Management Program applies to all records within the custody and or the control of the Niagara Catholic District School Board regardless of medium or characteristics.

All Board employees are responsible for maintaining records in their custody in compliance with the Administrative Operational Procedures and the Niagara Catholic Classification System and Retention Schedule.

The Chief Executive Officer 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 (Revised 2020)***
- ***Personal Health Information Protection Act (PHIPA)***
- ***FIPPA and MFIPPA: Bill 8 — The Recordkeeping Amendments***

  Niagara Catholic District School Board Policies/Procedures/Documents
  - ***Assessment, Evaluation and Reporting (301.10) AOP***
  - ***Electronic Communications Systems (Employees) Policy (201.12)***
  - ***Electronic Communications Systems (Students) (301.5) AOP***
  - ***Ontario Student Record (301.7) AOP***
  - ***Privacy Policy (600.6)***
  - ***Privacy Breach Protocol***
  - ***Freedom of Information Request Protocol***
  - ***Records and Information Management Classification System and Retention Schedule***

Adopted Date:	**March 31, 1998**
Revision History:	**May 24, 2011** **February 27, 2018** **December 20, 2022** ***September 8, 2026 *(Administrative Update)***