

Administrative Procedure 185

RECORDS MANAGEMENT

Background

Information is a valuable and a critical factor in the achievement of the Division's Three-Year Plan. The Superintendent has the authority to develop a records management system that encompasses the planning, creation, access, and disposition of records.

Procedures

1. Administrative records which may relate to the history, tradition or culture of the Division shall be maintained permanently in the Division's archives.
2. Records that affect the legal obligations of the Division, the Board, or employees of the Division and those that serve to reconstruct policy and program decisions shall be retained, secured, and kept in duplicate until the Division ceases operations.
3. Records of individual students shall be created, maintained, transferred, accessed, and destroyed in accordance with the Student Records Regulation issued pursuant to the School Act.
4. Records of personnel shall be retained until seven (7) years after retirement, reasonably expected retirement or death of existing and separated staff including:
 - 4.1 Personnel files.
 - 4.2 Records of employment.
 - 4.3 Absences.
 - 4.4 Payroll registers and pay histories including benefits.
 - 4.5 Staff absences and medical certificates.
 - 4.6 Teachers Retirement Fund and Local Authorities Pension Plan annual reports.
 - 4.7 Worker's compensation claims.
5. Records shall be destroyed only upon approval of the Superintendent. The means of disposal shall be complete to the extent that the record cannot be recreated (i.e. by incineration, shredding or other means of permanent destruction).

6. The Superintendent may edit personal identifiers that are deemed to be of a personal and/or sensitive nature from documents made public in order to protect the rights of an individual, in conformance with the Freedom of Information and Protection of Privacy Act.

Reference: Section 33, 52, 53, 56, 65, 68, 197, 222, 225 Education Act
Freedom of Information and Protection of Privacy Act
FOIP Regulation 200/1995
Student Record Regulation 225/2006
Information Bulletin 3.2.5 – Access to Information
Information Bulletin 3.2.7 – Student Record Regulation Information