



RECORDS MANAGEMENT

APPROVED: 2002.01.29

POLICY

The district will have a records management program

DEFINITIONS:

"**Records**" are books, documents, maps, drawings, photographs, letters, papers and any other media on which information is recorded or stored by graphic, electronic, mechanical or other means.

"**Records management program**" is a system to control and manage all the records of an organization throughout the cycle of creation, distribution, use, retention, storage, retrieval, protection, preservation and final disposition.

"**Retention schedule**" establishes the life cycle for each type of record.

Responsibility Centre: Secretary-Treasurer

References: *School Act* Sections 79, 85
Freedom of Information and Protection of Privacy Act
Income Tax Act
Financial Administration Act
Records Management Guide for BC School Districts

RECORDS MANAGEMENT***PREAMBLE***

There must be a records management program in place to ensure consistent records management and retention throughout the district. Such a program will ensure efficient use of district resources, provide litigation support and preserve the district's history. A records management program enables the district to comply with regulatory requirements.

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REGULATIONS:

1. The Secretary-Treasurer will appoint a records management committee to oversee the records management program.
2. The district's freedom of information and protection of privacy officer will be a member of the records management committee.
3. The records management committee will establish and manage a retention schedule for all records and information maintained by the district.

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ADMINISTRATIVE PROCEDURES:

1. The *Records Management Guide for BC School Districts* (December 1995, British Columbia Ministry of Education, Information and Privacy Unit) shall be used as a guideline for the establishment of records management procedures and retention schedules for district and school records.

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