

RECORDS MANAGEMENT

Background

The district will have a records management program.

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

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.

Procedures

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.

Reference: *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