

YORK CATHOLIC DISTRICT SCHOOL BOARD



BOARD POLICY	
<i>Policy Section</i> Governance	<i>Policy Number</i> 109
<i>Former Policy #</i> 604	<i>Page</i> 1 of 2
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POLICY TITLE: RECORDS AND INFORMATION MANAGEMENT

SECTION A

1. PURPOSE

The York Catholic District School Board recognizes that records and information are strategic assets and must be managed efficiently and effectively. The purpose of this policy is to outline how the Board and staff will comply with the obligation to maintain records and information in keeping with legislation.

2. POLICY STATEMENT

It is the policy of the York Catholic District School Board to maintain an effective Records and Information Management Program.

3. PARAMETERS

- 3.1 Records and Information shall be retained in keeping with guidelines established by the Province of Ontario.
- 3.2 Information and records gathered in the course of Board business is corporate information and therefore is the property of the Board.
- 3.3 The wilful destruction, removal or private use of Board records and information is prohibited by this policy.
- 3.4 Where practical and possible, information technology shall support the program of records and information management.
- 3.5 The Records and Information Management Program will:
 - provide for a record-keeping system that effectively maintains, stores and allows for the retrieval of records and information;
 - provide security, confidentiality and effective control over Board records and information;
 - enable the efficient and prompt disposal of records when administrative, legal and fiscal values have ceased and all legal requirements as they affect Board documents have been met;

- ensure the preservation of records of enduring value due to archival, historical or other vital reason(s);
- provide for the storage and retrieval of inactive records; and
- be reviewed on a regular basis.

3.6 A Records Management Manual will be available to schools and Board staff.

4. RESPONSIBILITIES

- 4.1 Director of Education/Designate
- To ensure the implementation and maintenance of a Records and Information Management program that complies with the expectations of this policy.
- 4.2 Administrator Responsible for Records Management
- To provide system leadership and advice with the implementation and maintenance of the record and information management.
- 4.3 York Catholic District School Board Staff
- To assume responsibility for the information and records they create and maintain, and
 - To comply with this policy.

5. DEFINITIONS

- 5.1 Information
- Refers to facts and data acquired for any purpose of/by the Board.
- 5.2 Records
- Information preserved in a format such as documents, e-mail messages, paper, electronic and other media and which are important for their content. Records include but are not limited to plans, decisions, actions and history of the Board.

6. CROSS REFERENCES

The Education Act of Ontario
 The Evidence Act of Ontario
 The Evidence Act of Canada
 The Municipal Freedom of Information and Privacy Act
 The Personal Health Information Protection Act
 YCDSB Policy 112 – Privacy and Personal Information Management
 YCDSB Records Management Program User Manual

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