



YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
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RECORDS AND INFORMATION MANAGEMENT (RIM)

1. PURPOSE

The York Catholic District School Board recognizes that records and information are strategic assets that must be managed securely, efficiently and effectively for present and future generations. The purpose of the Records and Information Management (RIM) policy is to support the management of records and information in a disciplined, coordinated and strategic manner. The creation and management of York Catholic District School Board records shall be in accordance with subsection 171(1), par. 38 of the *Education Act*, the *Municipal Freedom of Information and Protection of Privacy Act*, the *Personal Health Information Protection Act* and all other applicable legislative provisions.

2. OBJECTIVE

The objective of the Records and Information (RIM) policy is to establish information lifecycle requirements to effectively protect the authenticity, reliability, usability and integrity of recorded information and ensure efficiency in the retention, preservation and disposition of all records and information of the Board.

3. PARAMETERS

- 3.1 In accordance to the *Education Act*, York Catholic District School Board shall institute a program of records and information management that will establish schedules for the retention, disposition and eventual destruction of records of the Board and of the schools under its jurisdiction other than records retained for archival use.
- 3.2 The management of York Catholic School Board records and information shall be in accordance with Generally Accepted Recordkeeping Principles established by the Association of Records Managers and Administrators (ARMA) International as global standards.
- 3.3 The Board shall provide an appropriate environment for the storage and retrieval of active, inactive and archival records.
- 3.4 Records and information created, produced, collected, received and distributed in the course of Board business are considered (to be) corporate information and, therefore, are the property of the Board.
- 3.5 Any record made of any act, transaction, decision, occurrence, or event is

admissible as evidence if such is made in the usual and ordinary course of any business.

- 3.6 All Board records and information, regardless of format and location, must be identified and classified in accordance with their level of sensitivity and confidentiality, and stored in a secure location for the period of time defined in the Board's records retention schedule.
- 3.7 The willful destruction, alteration, deletion, removal from the custody or control of the Board, concealment or private use of Board records and information is prohibited by this policy unless done so in accordance with the Board's approved records and information management retention schedule.
- 3.8 All Trustees, Board staff, employees, and third-party contractors or agents who leave employment shall ensure that all files and records in their care and possession are transferred to the manager/supervisor to ensure retention and operational continuity. York Catholic District School Board staff are prohibited from keeping Board records following the cessation of their employment.
- 3.9 The Board shall provide appropriate training for staff as outlined in the Records and Information Management procedure.
- 3.10 Where practical and possible, information technology shall support the procedures of records and information management.

4. RESPONSIBILITIES

4.1 Director of Education

- 4.1.1 To oversee compliance with the Records and Information Management Policy.

4.2 Privacy, Records, Information, and Archive Manager

- 4.2.1 To Provide central direction for the YCDSB Records and Information Management Program, including the development of board records management policies, standards, procedures and guidelines. Their identification, description, storage, transfer and preservation or disposal.

4.3 Administrator Responsible for the oversight of Records and Information Management

- 4.3.1 To provide training to all staff who are responsible for Records Information and Management processes and as it relates to the requirements outlined in the Records and Information Management Program.

4.4 Superintendents, Senior Managers and Managers

- 4.4.1 To assume responsibility for the information and records they create and maintain.
- 4.4.2 To oversee compliance within their departments of the Records and Information Policy and the requirements outlined in the Records and Information Management Program.

4.5 Staff

- 4.5.1 To comply with the Records and Information Management Policy and the requirements outlined in the Records and Information Management Program.

5. DEFINITIONS

5.1 Information

Refers to facts and data acquired for any purpose of the Board or by the Board.

5.2 Records

Information in any form, including a record made, recorded, transmitted or stored in digital form or other intangible form by electronic, magnetic, optical or any other means, but does **not** include a mechanism or system for making, sending, receiving, storing or otherwise processing information.

5.3 Records and Information Management (RIM)

Refers to the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records throughout its lifecycle including the processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records.

5.4 Records Retention Schedule (RRS)

A list of all the record classifications and their corresponding retention periods.

6. CROSS REFERENCES

Legislation

[Education Act](#)

[Evidence Act](#)

[Archives and Recordkeeping Act](#)

[Municipal Freedom of Information and Personal Privacy Act](#)

[Personal Health Information Protection Act](#)

YCDSB Policies

[Policy 104 Participation Meetings Using Electronic Means](#)

[Policy 108A School Archives and Memorabilia](#)

[Policy 108B Central School Board Archival Collection](#)

[Policy 112 Privacy and Freedom of Information](#)

[Policy 113 Intellectual Property](#)

[Policy 116 Copyright](#)

[Policy 117 Code of Conduct](#)

[Policy 227 Ontario Student Record](#)

[Policy 317 Electronic Communications and Social Media](#)

[Policy 705 Use of Video Surveillance](#)

[Policy 609 Accessibility Standards for Information and Communication](#)

[Policy 809 Staff Use of External Legal Resources](#)

Related Documents

[Ontario Student Record \(OSR\) Guideline, 2020](#)

[ARMA International – The Principles](#)