



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

PROCEDURAL GUIDELINES RECORDS AND INFORMATION MANAGEMENT

- **Records and information management is the application of systematic control of recorded information which is required in the operation of the board. Records and information management includes management, scheduling, and storage of physical and electronic correspondence, manuals, directives, forms, reports, files, archives, and records.**

Records may include, but are not limited to, books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics. These records are generated or received by the board in connection with the transaction of business, and preserved for any period of time by the board as evidence of its organization, functions, policies, decisions, procedures, operations and/or activities.

Non-record materials are records of no documentary value. Examples of non-record materials are:

- Extra copies kept for reference.
- Working papers, preliminary drafts and similar materials, summarized and published in other forms.
- Catalogues, trade journals, and other processed or published materials.
- Reproduction material such as stencils and off-set plates.
- Shorthand notes or stenotype tapes which have been transcribed.
- Stocks of publications, informational material or blank forms.

All records, regardless of physical form or characteristics, are the property of the board and subject to its control. Control shall be exercised over the creation, distribution, utilization, retention, storage, retrieval, protection, preservation and final disposal of these records, contingent on existing legislation.

In managing its records and information, the board strives to:

- Provide records keeping systems and services that efficiently maintain and retrieve information.
- Provide efficient and prompt disposal of records when their administrative, legal, and fiscal values have ceased and all requirements of the legislation as they affect board documents have been met, while preserving those records of enduring value. Such disposal will be accomplished in accordance with Appendix A – Master File Classification Plan and Records Retention Schedule.
- Standardize the type of equipment and supplies utilized in the maintenance of records within the board.
- Prevent the creation of unnecessary records, including forms, directives and reports.
- Provide for the storage and retrieval of inactive records.
- Provide specific protection to personal, vital and archival records.