



# Huron-Superior Catholic

## DISTRICT SCHOOL BOARD

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**POLICY TITLE:** RECORDS AND INFORMATION  
MANAGEMENT

**Approved:** May 14, 2003

**Amended:** December 11, 2019

**Reviewed:** April 30, 2024

**POLICY NO:** 4018

**Page:** 1 of 1

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### **POLICY**

The Huron-Superior Catholic District School Board is committed to revering the dignity of each person as a child of God. Part of this reverence requires the Board to manage information in a safe and effective manner. The Board is committed to ensuring the effective and efficient creation, maintenance, retrieval, storage and disposal of records in all of its facilities, departments, and schools.

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**ADOPTED** Regular Meeting of the Board - May 14, 2003  
Motion B-51

### **DISTRIBUTION**

**AMENDED** Regular Meeting of the Board – June 3, 2015  
Motion B-72

- i) Trustees
- ii) Administration
- iii) Principals

**AMENDED** Regular Meeting of the Board – December 11, 2019  
Motion B-421

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