



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. Record keeping practices must comply with the Municipal Freedom of Information and the Protection of Privacy Act and all relevant provisions of the Education Act.

The Records and information Management program is intended to:

- Protect the legal, fiscal and other interests of the Board and public by ensuring the ongoing availability, integrity preservation and security of all recorded information created, commissioned or acquired by the board.
- Ensure that the record management process and storage facilities are effective.
- Ensure the preservation of all recorded information that may have archival value.
- Identify appropriate roles and responsibilities for the efficient management of recorded information.
- Identify when records are retained and destroyed. Such disposal will be accomplished in accordance with Appendix A – Master File Classification Plan and Records Retention Schedule.
- 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.

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. For further clarity, electronic files are included as records.

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.

Electronic data backup is the responsibility of the Manager of IT. The electronic data must be backed up to an offsite storage or in the cloud, as deemed appropriate by the Manager of IT.