



SD 42 PROCEDURE: 5701.1

RECORDS AND INFORMATION MANAGEMENT - GENERAL

BACKGROUND

A Records Management program will be maintained to provide control over the quality and quantity of information produced by the District, from its creation until its disposal, for legal, fiscal and historical purposes. Proper custody, storage and disposal of records shall comply with statutory requirements.

1. The standards and guidelines set out in the Records and Information Management Manual will apply to all records and information maintained by the School District as defined by Policy.
2. Department and schools shall be responsible for the filing of records according to the Classification Guide, and for the disposal of records in accordance with the Retention and Disposal Schedule.
3. All official School District records are to be maintained in industry-standard filing cabinets in approved locations throughout the District, or approved file storage boxes in the care of the Records Centre.
4. The Secretary Treasurer has assigned the responsibility of the Officer of Record to the Manager, Purchasing and Transportation, who has responsibility for all aspects of the Records and Information Management Program.
5. The Records Centre will operate as the official School District facility for coordination of the records and information management function. The Records Centre will be responsible for establishing standards for related supplies and equipment.
6. The Officer of Record will lead and manage the assigned duties as required.

Some duties include:

- (a) Provide assistance and coordination to District staff in managing the records and information;
- (b) Authorize all changes to the Master File Plan (Records Classification System);
- (c) Coordinate all records classification number assigned to each file series;
- (d) Maintain filing and retrieval aids such as amendments to the Master File Plan, file lists, indexes, cross references, etc.;

- (e) Identify and provide assistance for the maintenance and security of all vital records in departments and the Records Centre;
- (f) Provide records management training/orientation to staff as required;
- (g) Arrange for those District records and information which warrant permanent preservation to be archived and stored in an accessible and safe environment in the Records Centre;
- (h) Arrange for the proper destruction of District records, as and when retention periods expire;
- (i) Set appropriate fees for the retrieval and reproduction of records;
- (j) Coordinate records and information management disaster preparedness methods in the event of a disaster, e.g. flood, resulting in damage to records.

APPROVED: September 12, 2012