



# Kawartha Pine Ridge District School Board

## Administrative Regulation

**Regulation Name: Records Management**

**Regulation Code: BA-1.1.1**

**Section: Business and Administrative Services**

**Policy Code Reference: BA-1.1**

**Established: March 24, 2025**

**Revised or**

**Reviewed:**

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### 1. Objective

This administrative regulation establishes guidelines for the retention, storage and destruction of records in accordance with all legal, fiscal, administrative and historical/archival requirements of the board.

The retention, storage and destruction of records must be in accordance with the Education Act (subsection 171. (1), par. 38 of the Education Act which states the board may institute a program of records and information management, subsection 266. (1-13) which pertains to Pupil Records), the Municipal Freedom of Information and Protection of Privacy Act and all other legislative, legal, fiscal, administrative and historical/archival requirements.

### 2. Definitions

#### Board

The corporate board which maintains the daily operation of the system; Kawartha Pine Ridge District School Board; a reference specifically pertaining to Kawartha Pine Ridge District School Board as a legal entity; also referred to as KPR or KPRDSB.

#### Policy

A statement of intent, governing principle or end result, adopted by the Board of Trustees in open public session; it is intended to articulate what must be done, the rationale for it and a framework for the system.

#### Administrative Regulation

A document issued through the Director of Education, governing the implementation of a Board policy or required to coordinate and control certain aspects of system operations.

#### Records Management Program

A Records Management Program supports compliance with legislative and legal requirements and regulations regarding the storage, access and destruction of records.

### Records Retention Schedule

A Records Retention Schedule is a listing of the types of records created and used by the school board and identifies the retention period in accordance with legal requirements and the department with primary responsibility for the control and safe keeping of the record.

### Records

Records refers to any record of information however recorded, whether in printed form, on film, by electronic means or otherwise, including but not limited to documents, reports, photos, diagrams.

## **3. Application**

This administrative regulation applies to all employees of the school board who create, collect or receive records and information on behalf of the school board/authority.

## **4. Responsibility**

The Superintendent of Business and Corporate Services will designate staff to be responsible for maintaining and reviewing the Records Retention Schedule.

Principals and managers are responsible for ensuring that records within their custody and control are maintained, stored and destroyed in a secure manner, in accordance with the Records Retention Schedule.

All KPR staff are required to follow the guidelines for document retention and destruction, in accordance with the Records Retention Schedule.

## **5. Procedure**

### **5.1 Records Retention Schedule**

#### **5.1.1**

The Records Retention Schedule identifies all records created and held by the board. It is reviewed regularly and revised as legislative, legal or operational requirements change.

#### **5.1.2**

Records held by the board are classified in one of the following categories:

- Administration (ADM)
- Communications and Public Relations (COM)
- Facilities Management (FAC)
- Financial Management (FIN)
- Governance and Legal (GOV)
- Human Resources (HUM)

- Information and Communications Technology (ICT)
- Program (PRO)
- Research and Planning (RPL), and
- Student Services (STU).

(a) Administration (ADM)

The function of overseeing the administration of the team and units within the board/authority and schools. Records supporting this function relate to committees' decisions and meetings, and internal administrative support or services. The functions of acquiring and managing equipment, supplies, services and materials for schools.

(b) Communications and Public Relations (COM)

The function of promoting and marketing boards/authorities/schools and programs and services. Records in this function include board/authority/school communication and press releases, speeches, websites, public relations activities, events and news releases; materials relating to marketing research, publications and reports.

(c) Facilities Management (FAC)

The function of managing and maintaining board/authority buildings and facilities and supporting capital initiatives and building improvements. Records include maintenance and operations reports, requests and logs, environmental testing of facilities, equipment maintenance and testing, facilities planning and improvements, capital and non-capital projects, inspection reports, and records relating to property acquisition and disposition, building and office renovations, security, and property management relationships.

(d) Financial Management (FIN)

The function of managing board/authority/school financial and accounting resources. Includes establishing and operating and maintaining accounting (payables, receivables, revenue) systems, controls and procedures, financial planning, reporting, preparing budgets and budget submissions, and the monitoring and analysis of capital assets. Records include but are not limited to accounts payable and receivable, budgets, audits, benefits accounting, expense payments, financial reporting, fixed asset management and all matters regarding the allocation and control of funds.

(e) Governance and Legal (GOV)

The function of governing boards/authorities/schools and exercising legal authority and control. The corporate governance structure specifies the distribution of rights and responsibilities among different participants in boards/authorities/schools, such as the board and staff, and spells out the rules and procedures for making decisions on its affairs. Includes resolutions, bylaws, policies and procedures, charters, board meeting administration, and strategic planning. Also, the function of addressing legal issues relating to the operations of the board/authority and schools. Records include, but are not limited to, claims and litigation files, appeals and hearings, contracts and agreements entered into on behalf of the board/authority and schools, deeds and titles relating to properties, harassments incidents, etc.

(f) Human Resources (HUM)

The function of managing all employees within the organization in accordance with policies and procedures. Records include but are not limited to personnel records, employee collective agreements, employee information (including medical information), conditions of work, overtime, salary rates, pensions, benefits, payroll records, grievances, performance evaluations and recruitment.

(g) Information and Communications Technology (ICT)

The function of applying and managing information and communications technology to support the business needs of the organization to capture, store, retrieve, transfer, communicate and disseminate information through automated systems such as Wide Area Networks and Local Area Networks. Includes planning, determining requirements, developing acquiring, modifying and evaluating applications and databases, and acquiring, tendering, leasing, licensing, registering and disposition of systems.

(h) Program (PRO)

The function of applying curriculum guidelines and designing education programs for students. Records include but are not limited to proposals, correspondence, lesson plans, and course outlines. Also, the function of offering programs and services to the community through school and board/authority facilities.

(i) Research and Planning (RPL)

The function of undertaking research and planning to support the ongoing operations of the school and board. Records include but are not limited to research surveys, studies and reports which address issues such as school boundaries, student demographics, municipal planning and statistics used to support Ministry funding requests.

(j) Student Services (STU)

The function of providing students with programs and services in accordance with the Education Act. Records cover such areas as admissions, transfers and withdrawals, Ontario Student Records, guidance and counselling, assessments, consent/permission forms for special activities and programs, and extracurricular programs and participation. Records include but are not limited to student marks, program participation records, examination and testing records, and counselling records.

### 5.1.3

The Records Retention Schedule will be stored in KPR's internal document management system and circulated regularly to staff responsible for custody and control of board records.

## 5.2 Records Storage

### 5.2.1

All records, whether electronic or hard copy, must be stored securely and in a manner that ensures timely access and retrieval, and in accordance with the timelines identified in the Records Retention Schedule.

**5.2.2**

A Records Storage Form, included with the Retention Schedule, should be completed and affixed to boxes of any hard copy records that require storage, e.g. for 7 years or more. The form identifies the type of record contained in the box, contact person and retention period.

**5.2.3**

Records should not be kept longer than the designated retention schedule unless there are exceptional circumstances.

**5.3 Records Destruction****5.3.1**

At the end of their retention period, records should be securely destroyed by shredding or electronic erasure.

**5.3.2**

Records containing personal information will be destroyed in such a manner that they cannot be read, interpreted, or reconstructed in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act

**5.3.3**

The destruction of records will be documented using a Records Destruction Form, included with the Retention Schedule.

**6. Related Policies, Administrative Regulations or Procedural Documents**

Board Policies:

[BA-1.1, Records Management](#)

[BA-1.8, Privacy and Information Management](#)

Procedural Documents:

Records Retention Schedule (internal - to be updated and hyperlinked)

**7. Reference Documents**

Legislation:

[Education Act](#)

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

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

[Personal Health Information Protection Act](#)

[Personal Information and Protection of Electronic Documents Act](#)