



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

POLICY STATEMENT

Section: Business and Administrative Services

- **Administrative Operation**

Policy Code: BA-1.1

Policy: RECORDS MANAGEMENT

Page 1

The Board shall maintain a Records Management Program that enables effective and cost efficient storage and retrieval of records and shall maintain records to ensure compliance with the Education Act, the Municipal Freedom of Information and Protection of Privacy Act and all other legislative and legal requirements.

Administrative regulations shall be maintained to facilitate the retention, storage and destruction of records in accordance with all legal, fiscal, administrative and historical/archival requirements of the Board. A Records Retention Schedule for all records held by the Board shall be maintained by the Superintendent of Business and Corporate Services, or designate. The Records Retention Schedule shall be reviewed annually by the Superintendent of Business and Corporate Services, or designate, and revised as legislative and legal requirements change. The Superintendent of Business and Corporate Services, or designate, shall ensure the schedule for the retention, disposition and eventual destruction of receipts, vouchers, documents and records of a financial nature is reviewed and approved by the Board's auditor on an annual basis.

The Superintendent of Business and Corporate Services, or designate, shall ensure that procedures for the retention and destruction of records that contain personal information comply with the confidentiality and privacy rules in the Municipal Freedom of Information and Protection of Privacy Act.

The Director of Education, or designate, shall provide for the archival retention of Ontario School Records as required by the regulations made under the Education Act.

Established: June 14, 2000

Revised/Reviewed:

November 25, 2004

October 23, 2008

February 27, 2014

April 25, 2019