



# KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

## POLICY STATEMENT

**Policy Name: Records Management**

**Policy Code: BA-1.1**

**Section:** Business and Administrative Services

**Established:** June 14, 2000

**Revised or**

**Reviewed:** November 25, 2004, October 23, 2008, February 27, 2014,  
April 25, 2019; April 22, 2025

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### 1. Policy Statement

The board shall maintain a Records Management Program that enables effective, secure 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 (MFIPPA), the Personal Health Information Protection Act (PHIPA), the Personal Information and Protection of Electronic Documents Act, and all other legislative and legal requirements. The Records Management Program facilitates accountability, transparency, privacy protection, and accessibility.

### 2. Objective

The retention, storage and destruction of records must be in accordance with the Education Act, MFIPPA, PHIPA and all other legislative, legal, fiscal, administrative and historical/archival 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.

### 3. 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.

#### Records Management Program

A Records Management Program ensures compliance with 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.

## **4. Application**

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

## **5. Responsibility**

### 5.1

The Director of Education and Superintendent of Business and Corporate Services are accountable for the implementation of this policy.

### 5.2

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

### 5.3

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

### 5.4

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

## **6. Policy**

### 6.1

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 Schedule will be reviewed annually and revised as legislative and legal requirements change.

**6.2**

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.

**6.3**

The Director of Education, 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 (MFIPPA).

**6.4**

The Director of Education, or designate, shall provide for the archival retention of Ontario School Records (OSR) as required by the regulations made under the Education Act and Ontario Student Record (OSR) guideline.

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

Board Policies:

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

Administrative Regulations:

BA-1.1.1, Records Management (to be hyperlinked)

**8. Reference Documents**

Legislation:

[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.

Ontario Regulation:

[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](#)