POLICY

SECTION:	BUSINESS		POLICY:	**B-08**
TOPIC:	**RECORDS MANAGEMENT**		PAGE:	Page 1 of 1
			DATE:	June 2014
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General Policy Objectives

The purpose of this policy is to define and establish requirements for the creation and management of records and information in support of the organizational and educational activities at the District School Board of Niagara (DSBN). The DSBN is committed to managing records and information as important strategic assets.

It shall be the policy of the DSBN:

1. To comply with relevant legislation in managing records and information assets, including the *Education Act,* the *Municipal Freedom of Information and Protection of Privacy Act,* the *Personal Health Information Protection Act,* the *Personal Information and Protection of Electronic Documents* Act, *the Microfilm and Electronic Images as Documentary Evidence Standard (CAN/CGSB-72.11-93), and* other relevant statutes and regulations of the Province of Ontario and the Government of Canada.

2. To institute and maintain a comprehensive Records and Information Management (RIM) function for the systematic collection, creation, retention and disposition of records and information.

The RIM function fosters informed decision making; facilitates accountability, transparency, and collaboration; and preserves and ensures access to records of historical significance for the benefit of present and future generations.

Scope and Policy Application

This policy applies to all general records and personal information banks that are created and/or maintained by the administrative offices and schools of the DSBN as part of the DSBN's day to day operations. As such, records and information managed by the DSBN are deemed to be in the care and custody of the DSBN and subject to this policy.

References

Policy G-15: Student Medical Information
DSBN Directory of Records
DSBN Manual for Ontario Student Record (OSR) Management
DSBN Records Retention and Classification Schedule