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Standard Number:	<b>6500</b>	Effective Date:	<b>Jan 1, 2024</b>
Standard Title:	<b>Records and Information Management</b>	Last Updated:	<b>Dec 4, 2023</b>
Standard Category:	<b>Library – Records Management</b>	Next Review Date:	<b>July, 2025</b>

## Purpose

The Board of Education (the “Board”) maintains a Records Management Program which facilitates responsible practices for the retrieval, retention, long-term preservation, and destruction of records in accordance with the School District’s legal, administrative and operational obligations.

The college seeks to retain records only for as long as there is a business, operational, historical or legal reason to retain them. The college also recognizes the value of retaining certain documents for future reference and historical purposes.

This standard sets out the college’s practices in relation to the retention and destruction of records.

## Definitions

Board: School District No. 42’s Board of Education as represented by the elected Board of Trustees.

Record: refers to any recorded information regardless of physical format, that is within the custody or control of the college or otherwise received, created, deposited, or held by the college. Records include books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but do not include computer programs or any other mechanism that produces records.

## Statement

The retention and disposal practices established under this standard shall:

- be consistent with federal and provincial laws requiring the retention of records;
- ensure records are retained for as long as there is a legal, operational or administrative reason to retain them;
- provide for the retention of records that have historical, cultural or academic significance or other inherent value;
- comply with the Board’s Privacy Management Program and the Freedom of Information and Protection of Privacy Act by supporting the secure and timely destruction of personal information where there is no legitimate purpose for retaining it;

- be based on a Classification System/Retention Schedule that provides a documented process for the retention and destruction of records.

### Related School District Procedures:

School District policies and procedures can be viewed on the SD42 website here:

<https://www.sd42.ca/board-of-education/policy-manual/>

Related procedures to this standard are:

- 5701.1 Procedure – Records and Information Management - General
- 5701.2 Procedure – Records and Information Management – Classification System Retention Schedule

### Related Standards

- 6501 – Information Privacy

### Reference

This standard is derived from the School District No. 42 policy 5701: Records and Information Management. Should there be any discrepancy between this standard and the School District policy, then the School District policy shall supersede this standard. The current version of policy 5701 can be viewed here: <https://www.sd42.ca/board-of-education/policy-manual/>