



## 604BP Records Management

**APPROVED:** 2019.11.27 (2013.09.18) (1997.04.16)

**ADOPTED:**

**AMENDED:** 2019.11.20

**REVIEWED:** 2019.11.20 (2005.11.07)

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### LEGAL REFERENCE

- Education Act
- Freedom of Information and Protection of Privacy Act
- Employment Standards Labour Relations Act
- Income Tax Act and applicable regulations.

### CROSS REFERENCE

- [604.1AP Records Management Admin Procedures](#)
- [201.6AP Student Records Admin Procedures](#)
- [402.3AP Personnel Records Admin Procedures](#)
- [501.1AP Freedom of Information & Protection of Privacy Admin Procedures](#)

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### POLICY STATEMENT:

The Board of Trustees believes that all records of Buffalo Trail Public Schools should be managed through their life cycle ensuring all legal, historical, business and Freedom of Information and Protection of Privacy requirements are met.