



604.1AP Records Management

APPROVED: 2020.01.15 (2013.09.18) (1997.04.16)

AMENDED: 2020.01.13

REVIEWED: 2020.01.13 (2005.11.07)

LEGAL REFERENCE:

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

CROSS REFERENCE:

- [604BP Records Management](#)
 - [201.6AP Student Records Admin Procedures](#)
 - [402.3AP Personnel Records Admin Procedures](#)
 - [501AP Freedom of Information & Protection of Privacy Admin Procedures](#)
 - BTPS Records Management Manual
-

DEFINITIONS:

A record is information kept in any form in documents, handwritten notes, draft documents, voice mail, vouchers, drawings, post-it-notes, letters, papers, E-mail, books, maps, photographs, calendars, etc. This information may be stored in paper files, electronic files, video tapes, audio tapes, etc.

F.O.I.P.P. is the Freedom of Information and Protection of Privacy Act passed in June 1994. The act provides the following:

- a) right of access to public information
- b) protection of individual privacy
- c) access to your own personal information

- d) correction of personal information
- e) independent review by the Information and Privacy Commissioner

The Records Management Committee has been given the authority to classify all documents and to develop a Records Management Manual. The Committee consists of members appointed by the Superintendent of Schools. The Superintendent or designate will be the final authority for the committee and for the disposal/destruction of records as per the guidelines and procedures outlined in the Records Management Manual and the Retention and Disposition Schedule. The manual will be developed and maintained according to established business, legal and historical practices and in accordance with the Freedom of Information and Protection of Privacy Act. The Records Management Manual is a document containing the procedures to be followed in records management. The Master File Plan is an index of file numbers and titles of the active records in the filing system and is kept in the active file area. The Retention and Disposition Schedule lists the types of records generated by BTPS and their retention and disposition data. The records of Buffalo Trail Public Schools will be categorized as follows:

- Day to day operational records: These are deemed to be records used in the day to day operation of the division and have a short life cycle and do not need to be retained for auditing, accounting, legal or historical reasons.
- Auditing, accounting and legal records: These are deemed to be those records that are required to be kept for a specified length of time to meet federal and/or provincial requirements.
- Permanent records: These are deemed to be records that must be retained forever i.e.: minute books, general ledgers, payroll registers, etc.
- Historical records: These are deemed to be records the Board desires to keep for purely historical value i.e.: original school site information, copies of land titles, and local historical documents/papers/maps etc.
- Student Files: These are Student Record Portfolios, and student files containing psychological assessments and reports for students registered in Buffalo Trail Public Schools both past and present.
- School Registers (including those computer generated): These are deemed to have a short life cycle as the information is available from Alberta Education. These records could be disposed of after 1 year.
- Personnel files: These are files containing all contractual information, evaluations and relevant payroll information on employees. These will be retained until the employee reaches 70 years of age or five years after retirement/termination whichever is the longer.

PROCEDURES:

1. **CLASSIFICATION** - All official records must be classified according to the length of time they will be kept and the location where they will be stored. All files will be identified in a master file manual while in active filing systems and on inventory lists (Form A) when moved to inactive status. All documentation pertaining to an inactive file must be changed if a file is returned to active status. Files must be clearly labeled for ease of identification. Labeling must

include a disposal date.

2. **RETENTION** - All official records will be retained for the length of time specified in the record retention schedule. This schedule will meet federal and provincial government requirements and will be developed and maintained in accordance with FOIPP and according to established business practices.
3. **STORAGE** - Records may be stored in several locations as long as all storage areas are secure. Detailed records, showing the location of all files, will be kept and identified in Primary 195 of the Master File Plan. Storage boxes, filing cabinets and/or shelving units must be clearly labeled so that files may be found and accessed easily. Those records that are accessed frequently must be kept in a convenient location while those records used infrequently or that must be retained to meet legal requirements for a long period of time may be stored off-site as long as the Master File Plan is kept current.
4. **DISPOSAL** - At the end of the life cycle of the record, the department head will forward a request to the Records Management Committee for authorization to dispose of the document(s) as per the procedure in the manual. Once authorization to dispose of the record is received, the department head will ensure that the records are shredded (if of a confidential nature) or incinerated (if of a general nature). A detailed list, signed by the Superintendent, must be kept in Primary 195 of the Master File Manual of all records that have been destroyed and must include the date and manner of destruction. The committee will monitor records to ensure that records are disposed of in a timely fashion.
 - 4.1 Individual departments complete a Records Destruction Request Form (Form A)
 - 4.2 The Records Destruction Request Form (Form A) is forwarded to the Records Management Committee for approval.
 - 4.3 If the disposal criteria is met, the Committee approves the request.
 - 4.4 The Department shreds/incinerates the record(s) and notifies the Committee that disposal has taken place.
 - 4.5 The Superintendent of Schools signs and dates the Record Destruction Request Form (Form A)
 - 4.6 Copy of this form is filed in the appropriate subject area under the Primary number 195 Records Management.