

## **Background**

A Records Management program will be maintained to provide control over the quality and quantity of information produced by the Division, from its creation until its disposal, for legal, fiscal and historical purposes. Proper custody, storage and disposal of records shall comply with statutory requirements.

Records shall be the property of the Division. It is the procedure of the Division to:

- Manage all recorded information as a Division resource in order to support effective decision making, meet operational requirements and protect the legal, fiscal and historical needs of the Division.
- Make the wisest possible use of information within the Division by ensuring that it is organized to facilitate the sharing of and access to information by those who require it, subject to legal and policy constraints.
- Identify and conserve information that serves to reconstruct the evolution of policy and program decisions or have other enduring value and to ensure that such information is organized and readily available.

## **Procedures**

1. Records management covers a broad spectrum of records such as accounting, purchasing, corporate, insurance, personnel, property and student records.
2. The Records Management program shall consist of Records Management Administrative Procedures and a Record Retention Schedule.
3. The Retention and Disposal Schedule shall be consistent with federal and provincial legislation.
  - 3.1 Retention Period Summary  
In general terms, records of the Division are retained as follows:
    - 3.1.1 Until superseded or obsolete
    - 3.1.2 3 years – general correspondence type of records
    - 3.1.3 7 years – general finance and program related records
    - 3.1.4 10 years – general records related to long term planning
    - 3.1.5 Retain – Board minutes, policy and administrative practices
  - 3.2 Exceptions are as follows:
    - 3.2.1 Employment and staffing – applications (unsolicited applications) – 1 year
    - 3.2.2 Student permission slips/informed consents – 3 years (see #8 for further details)
    - 3.2.3 Environmental issues – 25 years
  - 3.3 Disposal/Archive  
Records Management explains the procedure for the records once the retention period has expired. Records will only be destroyed provided there is no outstanding litigation.
4. Departments and schools shall be responsible for the filing of records according to the Records Management Administrative Procedures. Disposal of records will be in accordance with the Record Retention Schedule.

5. Electronic records must conform in the same manner as paper records and where both a paper and an electronic record or document exists, the electronic record will be considered the official record of the Division.
6. A Division record, the subject matter of which is known by the custodian (maker of the record) to be the subject of litigation, shall not be destroyed until the litigation is settled.
7. Transitory (immediate or short-term) Records
  - 7.1 Retain transitory records until they have served their primary purpose.
  - 7.2 These records may be destroyed after they have served their primary purpose.
8. Permission Slips and Student Injury/Accident Reports
  - 8.1 Keep Permission slips and student injury/accident reports for a period of three (3) years.
  - 8.2 If an injury occurs which could result in a claim, further retention of the relevant permission slip(s), field trip risk assessment information and student injury/accident report(s) is required.
  - 8.3 Docushare the Informed Consent Forms for Field Trips in batches by grade and field trip.
  - 8.4 File Student Injury/Accident Report separately by name and date. If there is an injury on a field trip, attach the Informed Consent Form with the injury report in the file.
9. All other records will be pursuant to the Record Retention Schedule.
10. Student Records are to be retained according to *Student Record Regulation 225/2006*.
11. Personnel Records to be retained for seventy (70) years after the birth of the employee.
12. All documents filed in Docushare will have an Expiration Date listed in the document properties in accordance with the Record Retention Guideline.
13. Documents filed in Google Drives shall not contain the following information, and should still be filed by secure electronic means on local drives, network drives or in Docushare:
  - Anything that contains student contact information – especially phone numbers, addresses, Alberta Student Numbers (ASN's), and Social Insurance Numbers (SIN's)
  - Financial information including credit card numbers, banking account numbers or personal employee information
  - Confidential information – Individual Program Plans (IPP's) and other records that are of a personal nature
  - Material that is copyright protected
  - It is the responsibility of the “owner” of the document or folder stored in Google Drive to manage the sharing permissions to ensure compliance with this administrative procedure.

## Reference

[Student Record Regulation 225/2006](#)  
[Freedom of Information and Protection of Privacy Act \(FOIP\)](#)  
[Personal Information Protection and Electronic Documents Act \(PIPEDA\)](#)  
[Uniform Electronic Commerce Act](#)  
[AP 30-55 Record Retention Schedule](#)