

## **RECORDS MANAGEMENT**

### **Beliefs**

A records management program will be maintained to provide systematic control over the quality and quantity of information produced by the Division, from its creation until its disposal for legal, fiscal and historical purposes.

### **Guidelines**

1. The records management program objectives are to be applied consistently across the Division.
2. The records management program promotes integrity, efficiency and consistent accountability throughout the lifecycle of all records.
3. The records management program applies to all records in all formats regardless of their position in the records management lifecycle; the lifecycle encompasses the creation, receipt, use, maintenance, storage and final disposition of all records
4. All records, regardless of their format (e.g. paper, electronic, email, photo, video or audio) or location, are the sole property of the Division.
5. The records management program shall ensure the proper custody, storage, access, retention and disposition of records in accordance with applicable legislative regulations and industry best practices.
6. The classification of Division records across all sites shall be consistent with the approved Subject File Classification Guide as developed for Division records.
7. The retention and disposition of records across all sites shall be consistent with the WRPS Disposition Schedule developed in accordance with federal and provincial legislation as well as the Student Record Regulation.
8. Employees shall be responsible for maintaining all records in accordance with the records management program and related procedures. Electronic records and hardcopy records must conform in the same manner to this administrative procedure.
9. Records identified as vital shall be managed and secured to ensure the continuity of mandates in the event of disaster.
10. Records subject to litigation and/or audit will not begin their retention schedule until the litigation is settled.

11. Sites are responsible for the identification and transfer of their inactive records to designated storage under the guidance of the records management program.
12. Employees terminating their employment with the Division shall ensure that all records are returned to the Division in a timely manner.
13. All Division sites will participate in a Records Management Compliance Audit.

Reference: Section 75, School Act  
Student Record Regulation Alta. Reg. 225/2006  
Freedom of Information and Protection of Privacy Act  
FOIPP Regulation 200/95  
The Records Management Program Handbook