



ADMINISTRATIVE PROCEDURE	
<i>Approval Date</i> 2012	<i>Replacing</i> All previous procedures
<i>Review Date</i> 2017	<i>Page</i> 1 of 4
<i>Contact Person/Department</i> Human Resources Administrator	<i>Identification</i> BD-2036

RECORDS RETENTION

1.0 PURPOSE

Trillium Lakelands District School Board recognizes its obligation under the Municipal Freedom of Information and Protection of Privacy Act to provide public access to information of the Board while at the same time protecting the privacy of its students and staff. The Board complies with provincial and federal legislation governing retention periods.

The Board provides for the proper care of the official records of Trillium Lakelands District School Board through an organized records management and archival program.

2.0 REFERENCES/RELATED DOCUMENTS

- 2.1 Education Act;
- 2.2 Municipal Freedom of Information and Protection of Privacy Act;
- 2.3 Personal Health Information Protection Act;
- 2.4 Employment Standards Act;
- 2.5 Labour Relations Act;
- 2.6 Income Tax Act;
- 2.7 Union/Federation Collective Agreements, Employee Terms of Employment and Personal Services Contracts;
- 2.8 TLDSB Freedom of Information Policy BD-2030 and Procedure BD-2031;
- 2.9 Business Corporations Act;
- 2.10 Building Code.

3.0 TERMS AND DEFINITIONS

- 3.1 **RECORD:** A record is information kept in any form in documents, handwritten notes, draft documents, voice mail, vouchers, drawings, letters, papers, e-mail, books, maps, photographs, calendars, etc. This information may be stored in paper files, electronic files, video tapes, audio tapes, etc.
- 3.2 **RECORDS RETENTION MANUAL:** The Records Retention Manual (Appendix A) outlines the procedures to be followed in records management.

- 3.3 RECORDS RETENTION SCHEDULE: The Records Retention Schedule (Appendices C and D) lists the types of records generated by the Board and their retention/disposition schedules.

4.0 ADMINISTRATIVE PROCEDURE

4.1 RECORDS RETENTION PRINCIPLES

- 4.1.1 Trillium Lakelands District School Board shall implement practices to ensure that all records of the Board are managed, maintained and disposed of in a manner that protects the interests of students, staff, the Board and the public.
- 4.1.2 The Board requires that all records be managed through their life cycle by proper classification, retention, storage and/or disposal procedures. The official records of the Board will be managed as outlined in the Board's Records Retention Manual (see Appendix A) in compliance with Municipal Freedom of Information and Protection of Privacy Act and provincial and federal legislation governing retention.
- 4.1.3 This procedure applies to all academic and administrative departments and facilities falling within the mandate of the Board.
- 4.1.4 The official records of the Board are the sole property of Trillium Lakelands District School Board. Employees leaving or relinquishing their positions within the Board shall leave all official records for their successors and/or the senior administrator responsible for records management. Official records of archival value must be transferred to the appropriate department supervisor in accordance with records retention and disposal schedules found in Appendices C and D.

The Board considers the development of a records classification and management system an integral part of the management of its records. A corporate wide records classification and retention schedule is a central component of this system, which will allow the Board and schools to:

- a) meet all legal, legislative and corporate requirements for record keeping;
- b) respond to Municipal Freedom of Information and Protection of Privacy (MFIPPA) inquiries;
- c) enhance their ability to share information and improve retrieval times;
- d) safeguard the history of the Board and ensure that all records of long term value or required for research are securely stored yet easily available to departments;

- e) reduce storage and equipment costs by creating the ability to destroy out-dated records in accordance with an authorized business practice.

4.2 CLASSIFICATION

Each department or school will maintain a listing of all active and inactive records. All official records must be classified according to the length of time they will be kept and the location where they will be stored. Files must be clearly labelled for ease of identification using the labels found in Appendix B.

4.3 RETENTION

All official records will be retained for the length of time specified in the records retention manual. This schedule will meet federal and provincial government requirements and will be developed and maintained in accordance with MFIPPA and according to established business practices.

Records may be kept beyond the period listed in the applicable records retention schedule in circumstances where such records may be required to assist in the preparation of litigation or reasonably contemplated litigation. In such circumstances, records retention periods will be determined on an as-needed basis.

Copies, other than the official record, are to be kept to an absolute minimum and are to be destroyed, or erased in the case of magnetic reproduction, as soon as the user has finished with them.

4.4 STORAGE

Records may be stored in schools or any of the Board central offices as long as all storage areas are secure. Stored records will be clearly labelled so that files may be found and accessed quickly. Those records that are accessed frequently must be kept in a convenient location while those records used infrequently may be stored in a secure off-site location.

Confidential information shall be secured in locked cabinets or otherwise controlled within a restricted area dependent on the level of confidentiality of the document. This includes information kept in binders. Electronically stored records containing confidential information shall be kept in a manner that ensures the security of the information contained therein. In this regard computer passwords should be used as applicable and these should be changed on a regular basis.

The Board shall establish and maintain centrally designated records repositories to house records and other items for storage or archival purposes. Departments shall transfer retired materials designated for archival to the corporate office. An exception is Ontario Student Records (O.S.R.s) which are to remain in the school while still active.

O.S.R.s shall be forwarded to the Learning Resources Centre for archiving as set out by separate procedure.

4.5 ACCESS TO RECORDS

Access to personal information kept by the Board shall be restricted to the individual about whom the information refers, the Board personnel who have a need to know this information in the course of their work, and to such others as is admissible within the terms of the MFIPPA, the Education Act and TLDSB Freedom of Information Policy BD-2030 and Procedure BD-2031.

4.6 ADMINISTRATION OF RECORDS RETENTION MANUAL AND SCHEDULE

The administration and updating of the Records Retention Manual and the Records Retention Schedule shall be the responsibility of the Board's senior administrator responsible for records management. The senior administrator responsible for records management will inform all administrators/supervisors of any changes or contraventions relevant to their particular area of responsibility.

5.0 APPENDICES

- 5.1 APPENDIX A – Manual for Records Retention.
- 5.2 APPENDIX B – Records Archival Label.
- 5.3 APPENDIX C – Records Retention Schedule for Corporate Departments.
- 5.4 APPENDIX D – Records Retention Schedule for schools.