



<b>BOARD POLICY</b>	
<i>Approval Date</i> <b>2017</b>	<i>Replacing</i> <b>All previous policies</b>
<i>Review Date</i> <b>2022</b>	<i>Page</i> <b>1 of 1</b>
<i>Contact Person/Department</i> <b>Superintendent of Employee Services</b>	<i>Identification</i> <b>BD-2035</b>

## **RECORDS RETENTION**

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.