



<b>ADMINISTRATIVE PROCEDURE</b>	
<i>Approval Date</i> <b>2017</b>	<i>Replacing</i> <b>All previous procedures</b>
<i>Review Date</i> <b>2022</b>	<i>Page</i> <b>1 of 7</b>
<i>Contact Person/Department</i> <b>Superintendent of Employee Services</b>	<i>Identification</i> <b>BD-2036</b>

## **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 purpose of these guidelines is to outline how the Board will institute a Records Management System as it applies to all recorded information (including paper, electronic, microfilm, audio, video, imaging, or other media) that falls under the care, custody, or control of Trillium Lakelands District School Board, regardless of the location where the information is stored.

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 Relevant Legislation, Regulations, Guidelines, and Agencies include:

- Accessibility for Ontarians with Disabilities Act
- Building Code Act
- Business Corporations Act
- Canada Pension Plan
- Canada Revenue Agency
- College of Audiologists and Speech-Language Pathologists of Ontario (CASLPO)
- Child and Family Services Act
- Construction Lien Act
- Copyright Act
- Corporations Act
- Corporations Tax Act
- Education Act
- Elevating Devices Act
- Employment Standards Act
- Environmental Protection Act

- Excise Tax Act
- Expropriations Act
- Highway Traffic Act
- Income Tax Act
- Insurance Act
- Labour Relations Act
- Literacy Basic Skills (LBS) Guideline and Policy
- Limitations Act
- Municipal Freedom of Information and Protection of Privacy Act
- Negligence Act
- Occupational Health and Safety Act
- OMERS Guidelines
- Ontario College of Social Workers and Social Service Workers (OCSWSSW)
- Ontario Fire Code
- Ontario Human Rights Code
- Ontario Student Record (OSR) Guidelines
- Pension Benefits Act
- Personal Health Information Protection Act
- Professional Engineers Act
- Public Authorities Protection Act
- Special Education Funding Guidelines – Special Equipment Amount (SEA)
- Workplace Safety and Insurance Act

2.2 Related Board Policies and Procedures are:

- BD-2030/2031 Freedom of Information Policy and Procedure
- HR-4019/4020 Criminal Record Check Policy and Procedure
- OP-6505/6506 Reporting and Investigation of Suspected Child Abuse, Neglect or Maltreatment Policy and Procedure
- OP-6524/6525 Ontario Student Record (OSR) Guideline Policy and Procedure

2.3 Union/Federation Collective Agreements, Employee Terms of Employment and Personal Services Contracts

### **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 SCHEDULE

The Records Retention Schedule (Appendices 5.1 and 5.2) lists the types of records generated by the Board and provides minimum retention periods and procedures for:

- Records that must be retained according to legislation and Board administrative procedures; and
- Records that may be retained due to administrative value.

### 3.3 ARCHIVES

Centrally designated sites established for the protection of permanent records no longer required for operational purposes.

### 3.4 CENTRALLY DESIGNATED

School board offices, schools, or other approved storage records repository locations.

### 3.5 FINAL DISPOSITION

Records disposition is either destruction of records or transfer of records to archives. This occurs after the expiration of the retention period stipulated herein.

### 3.6 ELECTRONIC DATA

Information stored and manipulated in electronic systems, including stand-alone PCs, mini computers, local area networks and main frame applications. Records listed in the schedule could be in electronic form, which includes voice mail or any other record produced by means of computer hardware and software, as well as microform records, photographs, films, sound recordings, videotapes, plans and drawings, and any other piece of recorded information capable of being produced from machine readable records. Special provisions must be made for electronic records which have been designated as permanent, including regular migration, refreshing and security backup.

### 3.7 MINIMUM RETENTION

The time period required herein for the retention of corporate and school records, before the records are either destroyed or archived for permanent preservation.

### 3.8 PERMANENT RECORDS

Records which have been identified as having enduring value. They may be of permanent significance to the school board because of their legal, fiscal or administrative value. They may also be of historical or cultural importance to a wide range of people, including former students and teachers, local historians, and academics.

### 3.9 SUPERSEDED RECORDS

Records that are routinely updated or revised and where the previous version has no continuing value.

## 4.0 ADMINISTRATIVE PROCEDURE

### 4.1 RECORDS RETENTION PRINCIPLES

4.1.1 The official records of Trillium Lakelands District School Board are the sole property of the Board. Employees leaving or relinquishing their positions within the Board shall leave all official records for their successors and/or supervisor. Official records of archival value should be transferred to the appropriate department supervisor in accordance with the Board's Records Retention Schedules (Appendices 5.1 and 5.2).

4.1.2 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.

4.1.3 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 Schedules (Appendices 5.1 and 5.2) in compliance with Municipal Freedom of Information and Protection of Privacy Act and provincial and federal legislation governing retention.

4.1.4 This procedure applies to all academic and administrative departments and facilities falling within the mandate of the Board.

4.1.5 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 by establishing minimum retention periods;
- 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) ensure that records of permanent value are identified and moved into an archival environment, when their office retention period is finished;
- e) 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;
- f) reduce storage and equipment costs by creating the ability to destroy out-dated records in accordance with an authorized business practice.

## 4.2 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.

## 4.3 TRANSFERRING PERMANENT RECORDS TO THE ARCHIVES

Permanent records should be moved into the archives designated in the records management policy as soon as possible for protection.

Archival records should be boxed or bundled and clearly marked with the label found in Appendix 5.3. It is essential to contact the appropriate department supervisor at the corporate office before commencing this process to determine procedural requirements and ability to accommodate.

Copies of the lists of records transferred to the archives shall be maintained by the senior administrator responsible for the records.

In general, records with a remaining retention of ten years or greater are eligible to be microfilmed/imaged/digitized. Examples of such records include employee files, permanent financial records, Board /committee agendas and minutes.

## 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.

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 (OSRs) which are to remain in the school while still active. OSRs shall be forwarded to the Learning Resource Centre for archiving, as set out in the OP-6525 Ontario Student Record (OSR) Guidelines Procedure.

### 4.4.1 PAPER RECORDS STORAGE

Records should be stored in a clean, dry location with adequate security for the type of information they contain. Records should not be put in areas where they might be subject to water damage, mould or infestation.

It is expected that records should only be accessed by authorized persons. Long term retention of duplicate copies by other areas is discouraged.

In order to reduce the cost of retrieving information and of storing unnecessary paper, all staff are encouraged to retain only those records which are essential as outlined in the Records Retention Schedules (Appendices 5.1 and 5.2).

Records should be reviewed annually by departments and schools in accordance with the Records Retention Schedule.

### 4.4.2 ELECTRONIC RECORDS STORAGE

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.

Records stored electronically should be stored on the computer network system of the Board.

#### 4.5 DESTRUCTION OF RECORDS

Records should be destroyed as soon as possible after the approved retention periods have lapsed. In most cases, this should be undertaken as an annual procedure.

Paper records should be destroyed under controlled and confidential conditions by shredding. Electronic records should be destroyed by deleting them from the workstation and from all electronic or network storage configurations. Electronic storage tools such as USB keys containing information due for destruction should be erased or physically destroyed.

Staff should delete personal and transitory messages from email and voice mail on a regular basis.

#### 4.6 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.

#### 4.7 ADMINISTRATION OF RECORDS RETENTION MANUAL AND SCHEDULE

The administration and updating of 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 5.1 – Alphabetical Records Retention Schedule
- 5.2 APPENDIX 5.2 – Records Retention Schedule by Department
- 5.3 APPENDIX 5.3 – Records Archival Label