

<b>Administrative Procedures Manual</b>	<b>Administrative Procedure 185</b>
	<b>Records Management</b>
	APPROVED: September 1, 2013
Page 1 of 3	AMENDED/REVIEWED: September 2019
LEGAL REFERENCE:	Section 52, 53, 56, 65, 68, 222 Education Act Freedom of Information and Protection of Privacy Act FOIP Regulation 200/95 Student Record Regulation 225/2006 Information Bulletin 3.2.5 – Access to Information Information Bulletin 3.2.7 – Student Record Regulation Information

## Background

The organization, handling, storage, scheduling and disposal of records must be performed in a standard and consistent manner. It is essential that the proper retention periods be maintained to meet all legal, financial, and historical requirements.

## Definitions

Record means information in any recorded form. This includes: documents, letters, hand-written notes, papers, draft documents, e-mail, voice mail, computer data files, books, vouchers, maps, drawings, photographs, student records and calendars in the custody or control of the Division.

Student records are specifically subject to the Student Record Regulation under the Education Act and Regulations and are also addressed in [Administrative Procedure 320 - Student Records](#).

Personal Information means any information about an identifiable individual, including:

- Name, home address or telephone number;
- Race, national or ethnic origin, colour, religion, political beliefs or associations;
- Age, sex, marital status, family status;
- Identifying numbers;
- Fingerprints or blood type;
- Health and health care history;
- Educational, financial, employment, criminal records.

Transitory Records are records that are not required to meet statutory obligations or to sustain administrative or operational functions. These records are still to be handled as “Confidential Information”.

Transitory Records are records in any media that:

- Have only temporary usefulness;
- Are not part of an administrative or operational records series;
- Are not regularly filed in a records information system; and

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- Are required only for a limited period of time for the completion of a routine action or the preparation of a record.

## Procedures

1. Records required for statutory, legal, fiscal, administrative or operational purposes must be retained in a regular records or information system and disposed of separately in accordance with an established retention schedule.
2. Storage of Records
  - 2.1 An archival list must be prepared of records prior to transfer to a records storage area.
  - 2.2 Prior to transfer, departments are responsible to provide said archival list to the Secretary-Treasurer or designate. [Form 185-2 File Storage and Archival Inventory List](#).
  - 2.3 The Secretary-Treasurer or designate is responsible for maintaining and updating record inventories.
3. Retrieval of Records from Storage
  - 3.1 Access to records stored in archival storage areas is restricted to designated employees.
  - 3.2 Records can be obtained from the storage area upon request from the Secretary-Treasurer or designate.
  - 3.3 Records must be returned to the same files, boxes or containers. If records are removed and/or re-boxed the Secretary-Treasurer or designate must be notified.
4. Disposal of Records
  - 4.1 Disposal of records can only take place according to the parameters set in the retention schedule.
  - 4.2 All destruction of records is subject to written approval of the Secretary-Treasurer or designate [Destruction Notice Form \(Form 185-1\)](#). Include with the Destruction Notice [Form 185-2 File Storage and Archival Inventory List](#).
  - 4.3 Disposal of records must be conducted in a manner that ensures no information from the records might inadvertently be released.

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4.4 Non Record/Transitory Records are considered confidential waste. The same security arrangements are to be taken for their disposal.

5. Schedules

5.1 All records created and maintained by the Division must have a retention period applied.

5.2 A [Schedule of Records Retention and Disposal \(Appendix\)](#) shall be prepared by the Secretary-Treasurer and updated when necessary to allow for the disposal of records in a consistent manner (AP 185).