



**POLICY 2200**  
**RECORDS AND INFORMATION**  
**MANAGEMENT**

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**POLICY:**

The Board of Education (“Board”) is committed to establishing and maintaining a records management program which will facilitate the retrieval, retention, long-term preservation and destruction of records in accordance with the School District’s legal, administrative and operational obligations.

The Board recognizes the value of retaining certain documents for future reference and historical purposes. Likewise, it is recognized that certain documents have little or no value after certain periods of time. Further, the Board recognizes that federal and provincial statutes require that certain documents be retained for specific periods for audit and other purposes.

While this policy provides for minimum periods of retention of documents, it is recognized that statutes may dictate other periods of time and provisions and take precedence over the time periods specified in the regulations that accompany this policy.

**1. DEFINITIONS**

A record is “all recorded information regardless of physical format, which is received, created, deposited, or held by or in any local public body. Records include books, documents, maps, drawings, photographs, letters, vouchers, papers, and any other thing on which information is recorded or stored by graphic, electronic, mechanical, or other means, but does not include computer programs or any other mechanism that produces records.” (Freedom of Information and Protection of Privacy Act legislation)

**2. AUTHORITY**

The Board of Education authorizes the Secretary Treasurer or designate to establish procedures that will guide the implementation of this policy, to implement a standardized method of records management, and to establish fees for the retrieval and reproduction of records retained in the school District.

The Secretary Treasurer or designate will be responsible for providing records management and information management guidance throughout the School District.

[DISTRICT PRACTICE 2200 RECORDS AND INFORMATION MANAGEMENT RETENTION SCHEDULE 2200](#)  
[FORM 2200 RECORDS AND INFORMATION MANAGEMENT ACCESS REQUEST](#)

REFERENCES: [School Act](#), [FOIPPA](#)  
ADOPTED: January 2021, October 11, 2022



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**3. GUIDING PRINCIPLES**

The retention periods will be established in accordance with federal and provincial regulations and approved Board of Education policies. The authority for the destruction of records will lie within the classification system/retention schedule established by the Secretary Treasurer.

Retention/disposal of documents not listed and not required to be retained for a period specified by law should be taken into account for their future value for legal, historical, or statistical purposes and the availability of similar data elsewhere.

A central records facility will operate as the official School District facility for the storage of all semi-active and inactive school district records.

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