

	<b>Administrative Procedure</b>	
	Subject	Records Management
	AP Code	185

## Background

The school has a responsibility to maintain and safeguard appropriate records. Records are to be managed to facilitate decision making and expectations regarding accountability.

## Procedures

1. Records retention and disposal
  - 1.1. Retention and disposal of records is to be in accordance with the directives of:
    - 1.1.1. *The Education Act, 1995*
    - 1.1.2. *The Archives and Public Records Management Act*
    - 1.1.3. *Youth Criminal Justice Act*
  - 1.2. School director approval is required for the disposal of all public records.
  
2. Electronic records
  - 2.1. A document's retention and disposal are not impacted by whether the document is a paper document or a digital one.
  - 2.2. Where a record is created and stored digitally and does not require a signature, it is the official record even if a paper copy has been printed.
  - 2.3. Digital copies of paper records which are scanned for electronic storage become the official record once the scan has been verified as successful. The paper copy will then be disposed of.
  - 2.4. If a document requires a signature, a paper copy of the document can be printed, signed, and retained as the official record. If the signed paper copy is scanned and saved digitally, the digital copy will be the official record and the paper copy will be disposed of.
  - 2.5. Electronic documents can be signed digitally with an electronic signature pad or software. Records signed in this way and stored electronically are the official records of the school.
  - 2.6. Records should be saved and organized with a mind to management and disposition. Files relating to the same topic or issue should be saved in the same place for better access and disposition. For example, saving all letters to a correspondence library is not the best practice, as each document will have its own retention date based on what that correspondence relates to.
  
3. Access to information
  - 3.1. Individuals may have the right of access to certain information and, concomitantly, the school may have a responsibility to restrict access to personal information consistent with *The Local Authority Freedom of Information and Protection of Privacy Act*.

4. Consistency

- 4.1. Procedures regarding student records, cumulative and permanent records, are to be in accordance with AP 320 – Student Records.

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**References**

The Education Act - sections 51, 71, 85, 87, 369

The Local Government Election Act – section 112

The Archives and Public Records Management Act – section 26

The Local Authority Freedom of Information and Protection of Privacy Act – sections 2, 23, 24, 27

Youth Criminal Justice Act

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**Date Adopted**

October 31, 2023

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**Revised**

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