

# Records Management Policy

## 6710 | Records Management Policy

Date Approved: October 12 2010

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The Board of Education shall establish a Records Management Program.

The creation of records and allowable access to records is subject to the requirements of [Bylaw #7 - Freedom of Information/Protection of Privacy Bylaw](#).

Where records are maintained in an electronic form, there must be a method of producing visible and legible records that will provide adequate information for the intended purpose of the record.

The maintenance of records for minimum periods of time is subject to the requirements of federal and provincial legislation.

Once records are past the applicable retention period, the person responsible for the records is authorized to destroy them once that person is satisfied that:

1. the records are of no further use (including any use related to possible litigation); and
2. they have no historical or archival value.

Records which contain personal or confidential information should be destroyed in a manner that retains the confidentiality of the records.

### Related Bylaws, Policies & Regulations:

**Bylaw #7**      **Freedom of Information/Protection of Privacy Bylaw**

**6710-10**      **Regulation and Procedures: Records Management Program**

**6710-10**      **Regulation and Procedures: Records Management Program – Schedule**

**6710-20**      **Student Records**