Records Management Policy

6710 | Records Management Policy

Date Approved: October 12 2010
Date Amended: June 17 2025

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.

The Board will form a committee to meet annually to review.

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

6710-00 Heritage Regulation