

Administrative Procedure 185

RECORDS MANAGEMENT

Background

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

Procedures

1. Records Retention and Disposal

Retention and disposal of records is to be in accordance with the directives of:

- 1.1 *The Education Act, 1995*
- 1.2 *The Local Government Election Act*
- 1.3 *The Archives Act, 2004*
- 1.4 *The Local Authority Freedom of Information and Protection of Privacy Act*
- 1.5 *Youth Criminal Justice Act*

The duration of the retention of records will be as set out in the Saskatchewan School Boards Association - Records Retention and Disposal Schedules and associated Minister's order.

Board approval is required for the disposal of all public records. Board Motion 844, September 2, 2008 requires that Board also approve the disposal of all non-public records.

Electronic Records

A document's retention and disposal is not impacted by whether the document is a paper document or a digital one.

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.

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.

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.

Electronic documents can be signed digitally with an electronic signature pad or software. Records signed in this way and stored electronically are the official record of the division.

Records should be saved and organized with a mind to management and disposition. Files relating to the same topic or issue should be saved to the same place for better access and disposition. For example saving all letters to a correspondence library is not best practice as each document will have its own retention date based on what that correspondence relates to and you will have to search multiple places to find all files related to a topic or issue.

2. Access to Information

- 2.1 Individuals have the right of access to certain information, and concomitantly the Division has a responsibility to restrict access to personal information.
- 2.2 The LAFOIP Officer is responsible for compliance with the *Local Authority Freedom of Information and Protection of Privacy Act* and Regulations.
- 2.3 The Superintendent of Human Resources is designated as access officer in accordance with the Act.
- 2.4 Fees for copies of information are to be in accordance with the Regulations of the Act.

3. Consistency

Procedures in regard to student records, cumulative and permanent records, are to be in accordance with *Administrative Procedure No.320 – Student Records*.

Reference: Sections 51, 71, 85, 87, 369 of the Education Act
Section 112 Local Government Election Act
Section 26 Archives Act
Sections 2, 23, 24, 27 Local Authority Freedom of Information and Protection of Privacy Act
Youth Criminal Justice Act

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