

Topic:	Records Management
Effective:	January 2020
Cross-Reference:	<i>Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56.</i> Privacy and Information Management - Policy HDSB Privacy Breach protocol
Revision Date:	January 2020
Review Date:	January, 2024
Responsibility:	Superintendent of Education -- Information Services

INTENDED PURPOSE:

The Halton District School Board (HDSB) requires that all records in its custody or control can be trusted, are managed and are accessible. To that end, HDSB intends to establish and maintain a program of records management.

Records management is a shared responsibility belonging to all HDSB staff. Records are to be managed by all HDSB staff in a systematic and logical manner according to records management guidelines, standards and tools that the HDSB records management program develops, approves or adopts.

SCOPE:

This Administrative Procedure applies to official records in all formats within the custody or control of HDSB. Transitory records are excluded.

This administrative procedure applies to and governs expectations of staff and management in roles directly responsible for records management as well as those who create and consume records during the course of their duties at HDSB.

OBJECTIVES:

Good faith retention of records needed to meet administrative, operational and legislative requirements.

Effective and systemic management of the records lifecycle in accordance with the ordinary course of HDSB business.

Security of vital records, personal, personal health and confidential information.

Regular, authorized destruction of records that have reached their scheduled dispositions pursuant to an HDSB approved records retention schedule.

Improved access to and flow of information throughout the organization.

Improved ability to respond efficiently to information requests from the public and staff.

Permanent retention of records of archival or historical significance in order to enhance the corporate memory of HDSB and the collective memory of the community.

Demonstration and documentation of compliance with applicable laws, regulations and standards.

DEFINITIONS:

A Record is defined in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M.56. as amended from time to time.

A transitory record is a record with limited to no business, operational, legal, evidentiary, or historical value. Transitory records are excluded from the records management program.

An Official Record is any record that documents the business activities of HDSB pursuant to fulfilling its mandate under the *Education Act* and that has ongoing business, operational, legal, evidentiary, or historical value.

HDSB RETENTION SCHEDULE

HDSB formally recognizes and adopts the Privacy and Information Management (PIM) Retention Schedule, as revised from time to time, as its official and primary guide regarding records retention for all functions and business areas.

HDSB staff may also develop program, function or system specific retention schedules in order to address any gaps in the PIM schedule in collaboration with the Manager, Privacy and Records.

APPENDICES

Appendix A - HDSB Box Contents List form

Appendix B - HDSB Records Retention Schedule Template

Appendix C - Data Handling Practices for Staff

Data Handling Practices for HDSB

Information will be collected pursuant to HDSB's legal authority under the Education Act or with consent.

Records are classified in accordance with the primary functional categories identified in the relevant retention schedule.

Records are to be labelled clearly and consistently regardless of physical format.

Records are to be stored with appropriate security applied to them regardless of physical format.

Records are to be destroyed securely at the end of their ordinary life in accordance with an approved records retention schedule and using Board approved methods. (ie. Shred It bins/contract, Green IT recycling)