

#104805

EHB-R

Records Management and Retention

Purpose of Records Management Policy and Retention and Disposition Guidelines

School divisions have important duties respecting records management and information access and privacy. The implementation of a records management policy makes the school division and schools more efficient and better able to discharge their responsibilities in this regard.

Policy EHB and Regulation EHB-R (Manitoba Guidelines on the Retention and Disposition of School Division/District Records)

<http://www.edu.gov.mb.ca/ks4/docs/policy/retention/index.html>

set out the management, responsibility and implementation of the division's procedures for retention and disposition of school division records.

The Guidelines document (EHB-R) provides direction on the control of records and enables the school division to allow access, to protect and to systematically dispose of records in their custody or under control of the school division in a responsible manner.

The Guidelines (EHB-R):

- Reflect the requirements of The Public Schools Act (PSA), The Education Administration Act (MB Regulation 468/88) The Freedom of Information and Protection of Privacy Act (FIPPA), The Personal Health Information Act (PHIA), and The Youth Criminal Justice Act (YCJA)
- Establish minimum retention periods for records based on legal, administrative and financial requirements, recognizing that a school division/district may wish to keep certain records for a longer period of time;
- Ensure that records of permanent value are identified and moved into an archival environment when their office/building retention period is finished;
- Encourage the systematic and controlled destruction of records after expiry of retention periods.

1. Responsibility for Records *Management and Retention*

The Superintendent/Chief Executive Officer is responsible for the Division's records management. Each school, site or department is responsible for proper filing, retention and storage of the files and records relative to their site, and shall designate a staff person to attend to the following tasks:

- Filing of hard copy materials respecting that site
- Updating of the site's File Index (produced from the Board Office Document Management System) for all items, providing all the data required for the index, such as file category, file name and file location
- Ensuring that copies of reports and documents of historical value are deposited in appropriate long term archival storage locations, and that the site's File Index is updated accordingly

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- Retaining electronic records as indicated by the Guidelines
- Disposing or archiving of files and records as indicated by the Guidelines
- Ensuring that an audit trail is maintained of activity such as transfers of files to other supervisory staff, disposal of files, borrowed files, etc.
- Other filing and record-keeping tasks as may be assigned.

2. All Files and Records are Division Property

All files (other than those of a strictly personal nature) are the property of the Division. Staff leaving employment at a site shall ensure that files and records are transferred to the appropriate member of the site's Senior Administration and that the site's File Index is updated accordingly.

3. How to Manage Division Records

The EHB-R Guidelines document provides records descriptions, minimum retention periods and final disposition action.

Provided that server capacity is available, electronic files may be maintained for an indefinite period of time. Supervisors/Managers maintaining electronic files longer than the minimum retention period shall review these files on a periodic basis to ensure the information is still required.

4. Implementation of Records Retention and Disposition Schedule (Appendix I) of EHB-R Guidelines

Implementation of the Records Retention and Disposition Schedule involves either the controlled destruction of records or their transfer to the protection and care of an archive following the minimum retention periods set out in the Schedule.

Records should never be destroyed sooner than recommended in the Schedule in Appendix 1 of the Guidelines as the school division may require this information for administrative, financial or legal purposes.

Some designated records may be retained longer than the MB Guidelines specify. This additional retention period requires approval of the Superintendent/Chief Executive Officer or Secretary-Treasurer/Chief Financial Officer and will be recorded as an addendum to the Appendix 1 Guidelines document.

Records designated as archival in the Schedule in Appendix 1 of the Guidelines should never be destroyed.

Special Considerations for Handling Student Attendance Records and Pupil Files

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Student attendance reports retention and disposition are detailed in Policy JE Student Attendance and Enrolment. Special requirements for handling components of Pupil Files are detailed in the Manitoba Pupil File Guidelines and division Policy JRA-R Pupil Files.

Storage

Records should be stored in a clean, dry place with adequate security for the type of information they contain. Records should not be put in areas where they might be subject to water damage, mould or infestation or accessed by unauthorized persons.

Disposition

Records should be disposed of as soon as possible after the retention periods have lapsed. In most cases, this should be undertaken as an annual procedure. Although the disposition of some records could be delayed occasionally because of negligible accumulation, the normal records transfer or destruction process should not be deferred until records become a pressing storage problem.

Destruction

Records should be destroyed under controlled and confidential conditions by shredding according to industry standards.

Information in electronic form, which has been designated for destruction, should be disposed of according to the Guidelines.

A log should be kept of records destroyed, providing the date range and amount of the records, and certifying the date of destruction.

Transferring Permanent Records to Archives

Permanent records should be moved into the archives designated in the records management Policy EHB and/or Guidelines (EHB-R) as soon as possible for protection.

Records that are damp, moldy or dirty cannot be put directly into the archives. In extreme cases they must be copied and the original destroyed.

Box or bundle archival records and prepare detailed lists in accordance with the standard procedures of the designated archival institution. Contact the appropriate archives well in advance of shipment dates. Approval must be received from the Provincial Archives before transferring records there.

Regularly convert electronic records to paper, if designated as archival in the Schedule. Once the retention period for these records expires, transfer the

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paper to the appropriate archival institution. The electronic record may be erased if the information has been converted to paper.

Copies of the lists of records transferred to the archives should be maintained by the appropriate school/site records manager.

5. Archival Options

Two options are available for the care and protection of the archival records of Manitoba school divisions and districts:

Provincial Archives of Manitoba

The Provincial Archives provides records management and archival services for the Manitoba Government, its agencies and Crown corporations. The Archives' legislation enables the Division to transfer its permanent records to the Provincial Archives.

The Board, by Motion 10-08-12, June 12, 2012 has designated the Provincial Archives as the designated location for permanent records (i.e. historical school division class registers and Historical documents, as set out in the Schedule).

The Provincial Archives provides advice on various records management issues available at <http://www.gov.mb.ca/chc/archives>

Contact:

Provincial Archives
3-200 Vaughan Street
Winnipeg, Manitoba R3C 1T5
Telephone: 945-3738
Fax: 948-2008

Divisional Archives

Divisional archives at the Professional Staff Development Centre and Jameswood School are established to provide proper storage conditions and servicing of archival records. Management/school secretaries for each department/school will keep an up-to-date database of records stored off site.

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