

BUSINESS ADMINISTRATION 2100

**RECORDS AND INFORMATION
MANAGEMENT 2196**

1. Rationale

The Simcoe County District School Board (SCDSB) operates under the authority of the *Education Act* and its associated regulations. The creation and management of board records and information shall be in accordance with the provisions of the *Education Act*, the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), the SCDSB Management of Personal Information Policy and other relevant statutes and regulations of the Province of Ontario and the Government of Canada.

- 1.1. The purpose of the SCDSB Records and Information Management (RIM) program is to:
- 1.1.1 support efficient and effective program and service delivery;
 - 1.1.2 foster informed decision-making;
 - 1.1.3 facilitate accountability, transparency, and collaboration; and,
 - 1.1.4 preserve and ensure access to records and information in accordance with the laws of Ontario and Canada for the benefit of present and future generations.

2. Policy

The SCDSB is committed to instituting and maintaining a comprehensive RIM program for the systematic creation of records and information that are accurate, authentic, reliable, and trustworthy, support accountability, and serve as evidence of board activities. Records and information shall be securely maintained for as long as required and staff shall be trained on their responsibilities with regard to board records and information.

3. Definition

The management of board records and information is guided by the following principles:

- 3.1 **Accessibility** - Records and information will be readily available and accessible to individuals authorized to access the material.
- 3.2 **Accountability and Stewardship** - Accountability for managing records and information in the custody and control of the organization is clearly defined, communicated, and monitored.
- 3.3 **Risk Management** - Risks to records and information are managed, and practices and processes are in place to protect records and information.
- 3.4 **Usability and Quality Control** - Records and information meet the needs of staff and stakeholders. Information is timely, accurate, reliable, relevant, easy to use, and has integrity.

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- 3.5 Planning and Coordination - Coordinated planning for records and information management is linked to organizational goals, objectives, and financial planning.
- 3.6 Integration - The management of records and information is integrated with program planning and other business processes.
- 3.7 Protection - The protection of records and information shall be in accordance with the relevant legislation. Records and information that are classified as private, confidential, privileged, secret (as referenced in the *Education Act s.266(10)*) or essential to business continuity shall be protected with a reasonable level of security measures.

4. Guidelines

This policy applies to all records within the custody or under the control of the SCDSB related to all aspects of board operations regardless of the medium in which those records are stored and maintained.

- 4.1 All board employees are responsible and accountable for creating and maintaining accurate records in accordance with the board's RIM program.
- 4.2 All records and information created, received and maintained in the day-to-day business operations of the board within SCDSB departments and schools support the operations of the board, and as such are the property of the board and subject to this policy regardless of the medium in which those records are stored and maintained.
- 4.3 This policy refers to those records and information relating to the operation and administration of the board and to employees and students individually.
- 4.4 This policy applies to all business applications and information technology systems used to create, store, and manage records and information including email, database applications, and websites.
- 4.5 This policy applies to all board staff and third party contractors or agents who collect or receive records and information on behalf of the board.

5. Administrative Procedures

The Director of Education is authorized to provide the administrative procedures necessary to implement this policy.

**ADOPTED OCTOBER 28, 2009
REVISED MARCH 27, 2013
REVIEWED MAY 24, 2017
REVISED JANUARY 26, 2022**