



**RATIONALE:**

Records management provides control over the quality and quantity of information produced by the District, from the creation until its disposal, for legal, fiscal and historical purposes. Proper custody, storage and disposal of records shall comply with statutory requirements. Records are the property of the District.

**PROCEDURES:**

1. Records management covers a broad spectrum of records, such as accounting, purchasing, corporate, insurance, employee, property, and student records.
2. The Secretary-Treasurer is responsible for District records management and personal information directory.
3. Records management shall consist of a subject file classification document and a retention and disposal schedule.
4. The retention and disposal schedule shall be consistent with federal and provincial legislation as per AP 670-1 Schedule of Retention Periods.
5. District and school employees shall be responsible for the filing of records in accordance with the subject file classification document and for the disposal of records in accordance with the retention and disposal schedule.
6. Electronic records must conform in the same manner as hard-copy records.

**Legal references:**

School Act, ss 22, 23, 65, 85

Document Disposal Act, RSBC 1996

Freedom of Information and Protection of Privacy Act, RSBC 1996