Waterloo Region District School Board

RECORDS INFORMATION MANAGEMENT

Legal References:	*Education Act* *Canada Evidence Act* *Ontario Evidence Act* *Archives and Recordkeeping Act* *Bill 179, Public Sector and MPP Accountability and Transparency Act, 2014* *Municipal Freedom of Information and Protection of Privacy Act* *Personal Health Information Protection Act* *Personal Information Protection and Electronic Documents Act*
Related References:	*Administrative Procedure 1100 – Privacy Protection and Access to Information* *Administrative Procedure 1110 – Records and Information Management* *WRDSB Records Retention Schedule*
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1. Purpose

The Waterloo Region District School Board (WRDSB) is committed to maintaining an efficient and effective records and information management (RIM) program that supports organizational and educational activities.

Information is a corporate asset, and the records of the WRDSB are important sources of administrative, fiscal, legal, evidential and historical information. They are vital to the WRDSB, for the purposes of accountability, and for an awareness and understanding of its history and are valuable as evidence of Board functions and activities.

WRDSB information and records are the property of the WRDSB. Staff members do not retain a personal or proprietary interest in them. The willful destruction, removal or personal use of WRDSB records and information is against Board policy.

2. Definitions

"Official Record" refers to a record captured and kept by a department as the final copy documenting all official actions for a specific business activity, processes, or transaction. These records are considered complete and unalterable after acceptance or approval. All copies of the records are considered duplicate.

"Record" is any document made or received by an organization in the course and by reason of activity, and kept for further action or reference.

"Transitory Information" is information of temporary usefulness that is needed only to complete a routine action or prepare a subsequent record (e.g. a new version). A record's content and context determine whether it is transitory, not its form or format.

"Transitory Record" is a record that does not need to be retained to meet operational, legal, regulatory, fiscal or other requirements.

3. Guiding Principles

The Records Information Management procedure is established in accordance with the following principles:

Principle 1 – Accessibility
Information is readily available and accessible for as long as it is required.

1. Information to support evidence of communications, actions, and decisions is routinely recorded and stored.
2. Information is accessible to staff who require it in the performance of their duties and are authorized to access it.
3. Information is shared across the organization and with social agencies in accordance with operational needs and statutory provisions.
4. Information is managed throughout its life cycle regardless of format.
5. Rules are established for the organization, storage, retrieval, and destruction of records.
6. Plans and practices to actively make records available to the public are in place, and records are available to the public by request, subject to the statutory requirements.

Principle 2 – Accountability and Stewardship

Accountability for managing information in the custody and control of the organization is clearly defined, communicated and monitored.
1. Accountability for creating a record of business decisions and transactions and for maintaining corporate memory is clearly established and monitored.
2. Roles and responsibilities for staff are articulated and understood for all management of information activities.
3. Core competencies relating to managing information are identified and training is provided.
4. Performance in managing information is managed and measured.

Principle 3 – Risk Management

Risks to information are managed and practices and processes are in place to protect information assets.
1. Risks to records management are identified and managed.
2. Practices are in place to protect confidential, sensitive, and personal information from unauthorized collection, use, disclosure, or destruction.
3. All records are managed to meet the rules of evidence and legal discovery.
4. Contractual arrangements include provisions for the protection and appropriate use of records to mitigate risks.
5. Records are managed in order to support business continuity and recovery in the event of disaster.
6. Records are managed to protect the privacy of individuals and confidentiality of sensitive information.

Principle 4 – Usability and Quality Control

Records management meets the needs of staff and stakeholders. Records management is timely, accurate, reliable, and relevant, has integrity, and is easy to use.
1. Processes are in place to ensure that records management is accurate, timely, reliable, and easy to use.
2. Records management is planned and managed.
3. Records are managed appropriately throughout the entire life cycle of the record - creation, capture, and collection; organization; storage, access, and use; and disclosure and disposition (destruction or permanent retention).
4. Plans are in place to leverage the value of records management by combining it with records management from other internal or external sources, in accordance with statutory provisions, to improve programs and services.
5. Processes and technology supports are in place to ensure appropriate access to records and tracking of who has modified or accessed confidential records.

Principle 5 – Planning and Coordination

Coordinated planning for records management is linked to organizational goals, objectives, and financial planning.

1. Records management practices are included in all program planning.
2. Records management is coordinated across the organization—schools and departments.
3. Records management is planned to support continuous service and disaster recovery.
4. Records management is integrated into succession plans to ensure the capture and maintenance of corporate history.

Principle 6 – Integration
Records management is integrated with program planning and other business processes.

1. Records management practices are a component of program and project management.
2. Records management is integrated across the organization (schools and departments) to support organizational objectives.

4.   Application

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

4.2   All employees are responsible for records and information created and maintained and must be aware of this policy and its requirements and ensure ongoing compliance.

4.3   Each department within the Board must support the Records Information Management program and policy by ensuring that policies and procedures are applied and must:

● manage all records and information regardless of format (paper, electronic, audio, videotape, etc.) according to applicable Federal, Provincial, and Municipal legislation and Board policies and procedures
● manage and file records and information according to the WRDSB's Records Retention Schedule
● ensure that appropriate access and security procedures are in place to protect all records, as appropriate
● ensure that all third party contractors or agents who receive or collect personal information on behalf of the Board are aware of, and comply with this policy.

4.4   Transitory records, those with short-term value and only required for a limited period of time, will be disposed of at the earliest time possible, subject to legal and business requirements.

4.5   Minutes are the official records of the Board and Committee of the Whole Meeting. Video records are transitory and kept on the WRDSB YouTube Channel until one calendar year from the date posted.