

## Administrative Procedure 185

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### DATA MANAGEMENT

#### Background

The objective of a records retention schedule is to ensure proper attention to the retention, preservation and/or destruction of all Division records. Among the tasks included are identifying the legal, financial and historical requirements for keeping each Division record.

The Division will be diligent in maintaining official Division documents and records.

#### Procedures

1. The Secretary-Treasurer has the authority to retain and dispose of the official records of the Division as per the appendix to this procedure.
2. A records inventory shall be developed by the Secretary-Treasurer for the official records of the Division.
3. Departments and schools shall be responsible for the filing of records according to the Classification Guide, and for the disposal of records in accordance with the Retention and Disposal Schedule.
4. Electronic records must conform in the same manner as hard copy records.

Reference: Section 23, 60, 61, 75, School Act  
Student Record Regulation 71/99  
Information Bulletin 3.2.5 – Access to Information  
Information Bulletin 3.2.7 – Student Record Regulation Information  
Freedom of Information and Protection of Privacy Act  
FOIPP Regulation 200/95

