

RECORDS MANAGEMENT

Background

A Division Records Management system will be maintained to provide control over the quality and quantity of information produced by the Division, from its creation until its disposal, for legal, fiscal and historical purposes. Proper access, custody, storage and disposal of records shall comply with statutory requirements. Records are the property of the Division and shall be retained only when required for legislative, corporate or archival reasons or at the discretion of those administrative officers responsible for them.

Archival materials such as photographs may have historical meaning; the Division shall retain such records.

Definition

Records include written, audio and audio-visual information in physical or electronic format. Records are created/received by the Division as part of routine transactions of its operations or in pursuance of its legal obligations.

Access is a person's ability to read, copy, change or relocate records.

Archival material include such things as school class graduation photos, icons, paintings. Items with historical meaning to the school and larger community.

Procedures

1. The Superintendent or designate shall:
 - 1.1 Manage all recorded information as a Division resource to support effective decision making, to meet operational requirements and to protect the legal, fiscal, and historical needs of the Division;
 - 1.2 Make optimum use of information within the Division by ensuring that it is organized to facilitate the sharing of and access to information by those who require it, subject to legal and policy constraints;
 - 1.3 Identify and conserve information that serves to reconstruct the evolution of policy and program decisions or have other enduring value;
 - 1.4 Develop and manage a process to rectify any breaches or suspected breaches of the Division's legislative requirements for records.
2. The Principal or Department Manager shall:
 - 2.1 Ensure staff is aware of the Division's expectations for Records Management and Archival material of historical meaning.

- 2.2 Ensure records in their area of responsibility:
 - 2.2.1 are stored securely with access limited based on people's area of responsibility;
 - 2.2.2 are retained until the timelines designated in the Division's retention schedule;
 - 2.2.3 are disposed of or deleted in a manner where retrieval of the information contained within the record is no longer possible such as shredding for paper records;
 - 2.2.4 that are stored on hosted or Web 2.0 Tools follow the procedures of AP 143 – Secure Technology Use – Hosted Service or Web 2.0 Tools;
 - 2.2.5 are managed per any legislation or regulation currently in force related to the Division's records, including but not limited to the FOIPP Act and the Student Record Regulation.
 - 2.2.6 Archival material of with historical meaning is not to be disposed of and is to either be displayed or stored in an appropriate location.
 - 2.3 Report any suspected loss of records, risks of breach under legislation or inappropriate access to the Superintendent or designate.
3. The Director of Technology Services shall:
 - 3.1 Ensure the Division regularly backs up electronic records stored on Division managed servers and follows best practices in data disaster recovery;
 - 3.2 Ensure the Division follows best practices to prevent unauthorized access to the records stored on the Division's network and Division managed servers;
 - 3.3 Maintain an identity database, such as Active Directory, for staff and students in order to control access to the Division's electronic records.
 4. Division staff shall:
 - 4.1 Only access Division records that are required for their job;
 - 4.2 Exercise appropriate caution and care when updating Division Records;
 - 4.3 Secure Division records under their care at all times and not use unencrypted storage devices. If at any time, a record or a copy of the record is lost or if there is a risk of a breach under legislation, staff must immediately inform their supervisor;
 - 4.4 Not use personally owned devices to permanently store Division records. Division records on personally owned devices should be transferred to Division secured storage and removed from the personal device as soon as is practical;
 - 4.5 Report any inappropriate access or the ability for inappropriate access, whether intentional or unintentional, to their supervisor.

Reference: Section 23, 60, 61, 75, 113 School Act
Freedom of Information and Protection of Privacy Act
FOIPP Alberta Regulation 200/95
Student Record Regulation 225/2006
Information Bulletin 3.2.5 – Access to Information
Information Bulletin 3.2.7 – Student Record Regulation Information