

SD 42 POLICY: 5701

RECORDS AND INFORMATION MANAGEMENT – GENERAL

The Board of Education (the “Board”) maintains a Records Management Program which facilitates responsible practices for the retrieval, retention, long-term preservation, and destruction of records in accordance with the School District’s legal, administrative and operational obligations.

The Board seeks to retain records only for as long as there is a business, operational, historical or legal reason to retain them. The Board also recognizes the value of retaining certain documents for future reference and historical purposes.

This Policy sets out the Board’s practices in relation to the retention and destruction of records.

DEFINITIONS

A “record” refers to any recorded information regardless of physical format, that is within the custody or control of the Board or otherwise received, created, deposited, or held by the Board. Records include books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but do not include computer programs or any other mechanism that produces records.

AUTHORITY

The Board authorizes the Secretary Treasurer to establish procedures that >TJ0.005 Tc 0.005 Tw [(m)-

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