

<b>Kelsey School Division Box 4700 The Pas, MB R9A 1R4</b>	<b>Code: EHB</b>
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## **Records Management**

1. As the Kelsey School Division is responsible for the records and information in its custody and control, the school division has approved procedures to control, protect, and systematically dispose of records once they are no longer required for administrative, legal or financial purposes.
2. The responsibility for ensuring that the policy and procedures are carried out is assigned to the Secretary-Treasurer, who will be the school division's designated Records Manager.
3. The duties of the Records Manager are:
  - a) to ensure that records are disposed of in accordance with the retention periods and disposition actions in the records schedule;
  - b) to maintain control logs showing the disposition of all records;
  - c) to establish procedures for transferring permanent records to the designated archives;
  - d) to notify school division staff of the records management procedures and assist them in arranging for the orderly retention and disposal of records.
4. As a general rule, the procedures and guidelines used will be in compliance with the requirements of The Public Schools Act, The Education Administration Act (and relevant Regulations) and provincial regulations respecting minimum retention, privacy and security of records. Details of each type of record management may be found in the Regulations accompanying this policy. The school division may decide to extend the retention period of any record, but records shall not be destroyed before the provincial schedule allows.
5. Control logs for records shall include a description of the records, the date range and amount of records, method and person responsible for destruction. Copies of the lists of records transferred to the archives shall be maintained by the Records Manager.
6. Records of enduring and historical value will be protected while in operational use and transferred to an archival facility as soon as feasible. While in the custody of the School Division, archived records will be located in a designated secure facility. Upon notification of the Board of Trustees, locally archived records may be transferred to an authorized archival agency such as the Provincial Archives of Manitoba.
7. Student cumulative file record maintenance is also under the directives of Kelsey School Division policy JOA.