

ADMINISTRATIVE PROCEDURES

SECTION: 100 – GENERAL ADMINISTRATION

CODE: AP 185

PROCEDURE: RECORDS MANAGEMENT

BACKGROUND

The Division has a responsibility to maintain and safeguard appropriate records. Records are to be managed to facilitate decision making and expectations in regard to accountability.

The Division requires that all its official records and public documents shall be preserved and/or disposed of in accordance with legislation and under the supervision of the Director or designate.

PROCEDURES

1. Records Retention and Disposal

- 1.1 Retention and disposal of records is to be in accordance with the directives of:
 - 1.1.1 The Education Act,
 - 1.1.2 The Local Government Election Act, and
 - 1.1.3 The Archives Act.
- 1.2 The division is guided by the Records Retention and Disposal Guide for Saskatchewan School Boards. The recommended Retention and Disposal Schedule is provided in Administrative Procedure - 185.1.
- 1.3 The Director authorizes the use of electronic storage for the preservation of those official records approved by the Minister of Learning. It shall be the responsibility of the Director or designate to arrange for the electronic storage of those records as approved.
- 1.4 Any confidential records approved for disposal must be secured during storage or transportation for disposal purposes.

2. Access to Information

- 2.1 Individuals have the right of access to certain information, and concomitantly the Board has a responsibility to restrict access to personal information.
- 2.2 The Director of Education is responsible for compliance with the Local Authority Freedom of Information and Protection of Privacy Act and Regulations.
- 2.3 The Director of Education will designate an officer of the Board to serve as access officer in accordance with the Act.
- 2.4 Fees for copies of information are to be in accordance with the Regulations of the Act.

3. Student Records

- 3.1 Procedures in regard to student records, cumulative and permanent records, are to be in accordance with Administrative Procedure 320 - Student Records.

Reference: Sections 85, 87, 109, 369 Education Act
Section 112 Local Government Elections Act
Section 15 Archives Act
Records Retention and Disposal Guide for Saskatchewan Schools – December, 2007
Restructuring Bulletin: Records Retention and Disposal Information – May 17, 2005

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