

## ADMINISTRATIVE GUIDELINE

### Title: Records Information Management

Effective Date: May 25, 2000                      Responsibility: Director of Education  
required to support records management services within the Near North District School Board.

The guideline applies to all Near North District School Board schools and departments unless otherwise specified.

1. The District School Board, under the authority of Section 150(36) of the Education Act, has adopted a records management system in accordance with the following criteria:
  - 1.1 provide a record keeping system that efficiently maintains and ~~directs~~ preserves information;
  - 1.2 provide efficient and prompt disposal of records when their administrative, legal and fiscal values have ceased and all legislated requirements have been met while preserving those records of enduring value;
  - 1.3 provide for the development and efficient use of computer and micrographic systems where cost effective applications exist;
  - 1.4 provide records management input into the planning and development of systems designed to enhance information management;
  - 1.5 standardize the type of equipment and supplies utilized in the maintaining of records within the District School Board and provide for records management input into the design or redesign of existing or future accommodation in the schools and departments;
  - 1.6 reduce the creation of unnecessary records, including forms, directives and reports;
  - 1.7 provide for the storage and retrieval of inactive records;
  - 1.8 provide specific protection to vital and archival records;
  - 1.9 provide for training of staff involved in delivering and using the program.



be taken periodically to substantiate that the information collected is relevant to the operation of the organization and that each form contains a use/notice of collection statement, Section 29[2] of the Act.

4. Specific Freedom of Information and Protection of Privacy issues for staff and students is located in *Administrative Guideline – Freedom of Information and Privacy – Staff and Students – May 25 , 2000*.

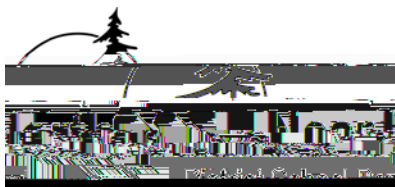
Our mission is to educate learners to their fullest potential in preparation for life-long learning.

3. Preliminary Review

- all records are forwarded to the Head/Designate for consideration,
- Head/Designate reviews the record and undertakes whatever consultations are necessary to determine if any exemptions in the Act apply. If any applicable exemptions are discretionary, the Department decides whether discretion should be exercised in favour of releasing the record, in the circumstances of that particular case,
- Requester is given a fee estimate regarding disclosure of records(s), as required.

4. Process Request

- Retrieve the record(s)
- Determine if exemptions apply and access method,
- If a fee estimate is issued and the requester responds with an application for



**Request to Correct Personal Information**

Procedures to deal with a written request to correct personal information in accordance with the  
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