

Records Management

Policy No. 404.1R

REGULATIONS

1. A record is:

“all recorded information regardless of physical format, which is received, created, deposited, or held by or in any local public body. 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 does not include computer programs or any other mechanism that produces the records.”

Freedom of Information and Protection of Privacy Legislation

2. The Secretary-Treasurer, or designate, will be responsible for providing records and information management and liaison throughout the District.
3. Administration is authorized to maintain a standardized method of records management through the use of a district-wide classification System/Retention Schedule. The retention periods are in accordance with federal and provincial regulations and approved board policies. The authority for the destruction of records will lie within the Classification System/Retention Schedule.
4. Standards and guidelines are set out in the Records and Information Management Manual and apply to all records and information maintained by the District as defined by this Regulation.
5. Administration is authorized to establish fees for the retrieval and reproduction of records retained in the District.