
SCHOOL DISTRICT NO. 36 (SURREY)

No. 5701.1

REGULATION: RECORDS AND INFORMATION MANAGEMENT

1. The standards and guidelines set out in the Records and Information Management Manual will apply to all records and information maintained by the School District as defined by Policy.
2. All official School District records are to be maintained in industry-standard filing cabinets in approved locations throughout the District, or approved file storage boxes in the care of the Records Centre.
3. The Secretary-Treasurer has assigned the responsibility of the Officer of Record to the Director, Information Management Services, who has responsibility for all aspects of the Records and Information Management Program.
4. The Records Centre will operate as the official School District facility for coordination of the records and information management function. The Records Centre will be responsible for establishing standards for related supplies and equipment.
5. The Officer of Record will assign duties to the Records Centre Coordinator and Records Centre staff as required.

Duties include:

- 5.1 Provide assistance and coordination to District staff in managing the records and information;
- 5.2 Authorize all changes to the Master File Plan (Records Classification System);
- 5.3 Coordinate all records classification numbers assigned to each file series;
- 5.4 Maintain filing and retrieval aids, such as amendments to the Master File Plan, file lists, indexes, cross references, etc.;
- 5.5 Identify and provide assistance for the maintenance and security of all vital records in departments and the Records Centre;

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- 5.6 Provide records management training/orientation to staff as required;
 - 5.7 Arrange for those District records and information which warrant permanent preservation to be archived and stored in an accessible and safe environment in the Records Centre;
 - 5.8 Arrange for the proper destruction of District records, as and when retention periods expire;
 - 5.9 Set appropriate fees for the retrieval and reproduction of records;
 - 5.10 Coordinate records and information management disaster preparedness methods in the event of a disaster, e.g. flood, resulting in damage to records.
6. The following Acts are part of the Records Management Program:
- Document Disposal Act, Employment Standards Act and Regulations, Financial Disclosure Act, Education Finance Act, Financial Information Act, School Act, Canada Pension Act, Excise Act, Income Tax Act and the Unemployment Insurance Act.

Revised: 1996-03-01
Approved: 1995-06-22
