



PURPOSE

The purpose of the Records and Information Management (RIM) policy is to support the management of records and information in a disciplined, coordinated and strategic manner.

Policy Statement

The objective of the RIM program is to support efficient and effective program and service delivery; to foster informed decision making; to facilitate accountability, transparency, and collaboration; and to preserve and ensure access to records and information in accordance with the laws of Canada and Ontario and for the benefit of present and future generations.

Rationale

The (name of school board/authority) is committed to instituting and maintaining a comprehensive RIM program for the systematic creation of records and information that are accurate, authentic, reliable, trustworthy, support accountability, and are able to serve as evidence. Records and information shall be safely and securely maintained for as long as they are required and staff shall be trained on their responsibilities with regard to board records.

The school board/authority operates under the authority of the Education Act and its associated regulations. The creation and management of school board/authority records shall be in accordance with the provisions of the Education Act, the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), the school board/authority privacy policy, and other relevant statutes and regulations of the Province of Ontario and the Government of Canada.

RIM Principles

The RIM program shall be established in accordance with the following principles.

Accessibility: Records and information will be readily available and accessible to those who need it when they need it.

Accountability and Stewardship: Accountability for managing records and information in the custody and control of the organization is clearly defined, communicated, and monitored.

Risk Management: Risks to records and information are managed, and practices and processes are in place to protect information assets.

Usability and Quality Control: Records and information meets the needs of staff and stakeholders. Information is timely, accurate, reliable, relevant, has integrity, and is easy to use.

Planning and Coordination: Coordinated planning for records and information management is linked to organizational goals, objectives, and financial planning.

Integration: The management of records and information is integrated with program planning and other business processes.



Scope

This policy applies to all records within the custody or under the control of the school board/authority and addresses all aspects of school board/authority operations and all records made or received in the day-to-day business operations of the school or school board/authority, regardless of the medium in which those records are stored and maintained. It ensures that records are available as evidence of school board/authority functions and activities and supports operating requirements.

- It applies to all business applications and information technology systems used to create, store, and manage records and information including email, database applications, and websites.
- All records and information received, created, and maintained within the departments and schools support the day-to-day operations of the school/school board/authority and, as such, are the property of the school/school board/authority and are subject to this policy.
- Employees are responsible and accountable for creating and maintaining accurate records of their activities in accordance with the school board's/authority's RIM program.
- This policy applies to all school board/authority staff and to third party contractors or agents who collect or receive records and information on behalf of the school board/authority.

Responsibilities

All school board/authority employees are responsible for the records and information they create and maintain to support the business operations of the school/school board/authority. They must be aware of the policy and its requirements and ensure ongoing compliance with it.

This policy and its guidelines and procedures apply to all records and information within the custody or under the control of the school/school board/authority, including those records and information relating to the operation and administration of the school/school board/authority and those records and information relating to employees and students individually.

Each department within school or school board/authority must support the RIM program by ensuring that the policies and procedures are applied, and must also:

- Create, receive, and manage school board/authority records and information to provide details about and evidence of the activities of the school board/authority.
- Manage all records and information regardless of format (paper, electronic, audio, videotapes, etc.) according to applicable federal and Ontario laws and school board/authority by-laws and procedures.
- Manage electronic records and information, including email records, in the school board's/authority's content/records management application when feasible.
- Print and file records and information in the departmental records area if there is no electronic content/records management system in place.



- Maintain records and information according to the department file plan developed from the school board/authority classification scheme.
- Ensure that appropriate access and security rules are in place to protect both paper and electronic records as required.
- Apply the records and information retention schedules and securely dispose of records in accordance with those schedules.
- Ensure that all third party organizations, contractors, or agents who receive or collect personal information on behalf of the school board/authority are aware of and comply with this policy.

Administrative Procedures

The Director of Education is authorized to provide the administrative procedures necessary to implement this policy. This policy is subject to regular review.