



The Limestone District School Board is committed to ensuring the development and implementation of a comprehensive Records and Information Management (RIM) system in order to ensure that all records of the Board are managed, maintained and disposed of in a manner that protects the interests of students, staff, the Board and the public, and complies with all statutory, regulatory and administrative requirements that govern the Board in this regard.

The official records of the Board are the sole property of the Limestone District School Board. Employees leaving or relinquishing their positions within the Board shall leave all official records for the successors and/or the senior administrator responsible for records management.

All records will be managed through their life cycle by proper classification, retention, storage and/or disposal procedures in compliance with the Board's Retention Schedule, the Municipal Freedom of Information and Protection of Privacy Act and related provincial and federal legislation governing retention.

1. Purpose

- 1.1. To establish a consistent and coordinated approach to Records and Information Management by establishing procedures, standards, practices, and tools that reflect organizational needs.
- 1.2. To adopt a Records and Information Management framework that supports organizational goals and objectives and supports student needs.
- 1.3. To establish processes that ensure information is accurate, reliable, trustworthy, and authentic, that has a context and can serve as evidence, and supports accountability.
- 1.4. To build staff awareness and understanding of and commitment to managing information assets and protecting privacy and confidentiality at all levels of the

Limestone District School Board

Limestone District School Board is situated on traditional territories of the Anishinaabe & Haudenosaunee.



organization.

- 1.5. To establish an integrated, organization-wide solution for managing electronic information.
- 1.6. To develop a staff training strategy and build Records and Information Management skills under the guidance of the Records Management Coordinator.
- 1.7. To develop and implement metadata standards to support the identification, location, and retrieval of information.
- 1.8. To develop a strategy for the long-term management (migration) and preservation of information assets.
- 1.9. To assess progress in improving the management of information in the organization.
- 1.10. To develop a process to determine items of long-term storage and/or historical significance for internal Board archiving or donation to an appropriate historical society/ museum/organization as per the related legislation.

2. Guiding Principles

- 2.1. The Records and Information Management Framework will be guided by the following principles:
- 2.2. Accessibility: Records and information will be readily available and accessible to those who need it when they need it.
- 2.3. Accountability and Stewardship: Accountability for managing records and information in the custody and control of the Board is clearly defined, communicated, and monitored.
- 2.4. Risk Management: Risks to records and information are managed, and practices and processes are in place to protect information assets.



- 2.5. 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.
- 2.6. Planning and Coordination: Coordinated planning for records and information management is linked to organizational goals, objectives, and financial planning.
- 2.7. Integration: The management of records and information is integrated with program planning and other business processes.

3. Scope

- 3.1. This framework applies to the following:
- 3.2. All records within the custody or under the control of the Board and addresses all aspects of Board operations and all records made or received in the day-to-day business operations of the school or Board, regardless of the medium in which those records are stored and maintained. It ensures that records are available as evidence of Board functions and activities and supports operating requirements.
- 3.3. All business applications and information technology systems used to create, store, and manage records and information including email, database applications, and websites.
- 3.4. All records and information received, created, and maintained within departments and schools used to support the day-to-day operations of the school or Board.
- 3.5. All employees who are responsible and accountable for creating and maintaining accurate records of their activities in accordance with the Board's RIM framework.
- 3.6. All Board staff and third-party contractors or agents who collect or receive records and information on behalf of the Board.



4. Responsibilities

- 4.1. All Board employees are responsible for the records and information they create and maintain to support the business operations of the school or Board. They must be aware of the RIM framework and its requirements and ensure ongoing compliance with it.

The RIM framework and its guidelines and procedures apply to all records and information within the custody or under the control of the school or Board, including those records and information relating to the operation and administration of the school or Board and those records and information relating to employees and students individually.

The overall management of Corporate Records, both electronic and hard copy, will be overseen by the Records Management Coordinator under the guidance of the Director of Education, or designate.

Each department within a school or the Board must support the RIM program by ensuring that the framework and Board procedures are applied, and must also:

- Create, receive, and manage Board records and information to provide details about and evidence of the activities of the Board.
- Manage all records and information regardless of format (paper, electronic, audio, videotapes, etc.) according to applicable federal and Ontario laws and Board by-laws, procedures, and retention schedules.
- Manage electronic records and information, including email records, in the Board'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 Board 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 Board are aware of and comply with the RIM framework.

5. Administration of Records and Information Management System

The administration and updating of the Records and Information Management system shall be the responsibility of the Superintendent of Human Resources & Information & Protection of Privacy Coordinator and the Records Management Coordinator.

5.1. Freedom of Information Requests or requests to access archived Corporate Records will be managed through the Superintendent of Human Resources & Information & Protection of Privacy Coordinator and/or the Records Management Coordinator.

Requests for access to an OSR (Ontario Student Record), or individual documents with the OSR, will be processed by the appropriate school contact or the Records Management Coordinator.



References

The Education Act of Ontario

The Act sets out provisions for the creation and maintenance of the pupil record (s. 265 (1) and s.266) and for the establishment of a records management program (s.171(38)).

The Ontario Evidence Act

Sets out how RIM may be used as evidence in legal proceedings in a court of Ontario.

The Canada Evidence Act

Sets out how RIM may be used as evidence in legal proceedings in a court in a matter under federal jurisdiction.

The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

MFIPPA addresses issues of disclosure of records under the care and custody of school boards/authorities, as well as the collection, use, and disclosure of records containing personal information. MFIPPA also regulates the collection, use, disclosure, and accuracy of personal information stored in records and creates a process for obtaining access to recorded information.

The Personal Health Information Protection Act (PHIPA)

PHIPA addresses the collection, use, disclosure, retention, and destruction of personal health information.