



## AP 6-704 – RECORDS MANAGEMENT

### BACKGROUND

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A Records Management program will be maintained to provide control over the quality and quantity of information produced by the school Division, from its creation until its disposal, for legal, fiscal and historical purposes. Proper custody, storage and disposal of records shall comply with statutory requirements.

### PROCEDURES

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1. Records management covers a broad spectrum of records such as accounting, purchasing, corporate, insurance, personnel, property and student records.
2. The Records Management program shall consist of a Subject File Classification Guide and a Retention and Disposal Schedule.
3. The Retention and Disposal Schedule shall be consistent with federal and provincial legislation.
4. Department and schools shall be responsible for the filing of records according to the Classification Guide, as for the disposal of records in accordance with the Retention and Disposal Schedule.
5. Electronic records must conform in the same manner as hard copy records.

Adopted: August 2009