

POLICY DA – Records Management

A Records Management Program is essential to manage and control PWPSD records.

PURPOSE

To provide guidelines for management of PWPSD records.

GUIDELINES & PROCEDURES

1. The Board’s records must be maintained using a standardized records classification and retention schedule. This will allow PWPSD to:
 - a. meet all legal, legislative and corporate requirements for record keeping;
 - b. respond to Freedom of Information and Protection of Privacy inquiries;
 - c. enhance their ability to share information and improve retrieval time;
 - d. safeguard the history of the division and ensure that all records of long-term value or required for research are securely stored;
 - e. reduce storage and equipment costs by creating the ability to destroy outdated records in accordance with an authorized business process.
2. Student records shall be maintained in accordance with the Student Record Regulation. This will allow the PWPSD to provide the best possible education program for students by:
 - a. providing appropriate and timely access to student information;
 - b. protecting the student’s privacy.

REFERENCES

Cross References:

Legal Reference:

Education Act

Freedom of Information and Protection of Privacy Act

Student Record Regulation

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Next Review: 2027/2028