



RECORDS

The Board has a responsibility to maintain and safeguard appropriate records. Records are to be managed to facilitate decision making and expectations in regard to accountability.

PROCEDURES

1. *Records Retention and Disposal*

Retention and disposal of records is to be in accordance with the directives of:

- a. *The Education Act, 1995*
- b. *The Local Government Election Act*
- c. *The Archives Act, 2004*
- d. *The Commercial Vehicles and Drivers (Record Keeping) Regulations*
- e. *The Environmental Management and Protection Act, 2010*
- f. *The Labour Standards Act*
- g. *The Limitations Act*
- h. *The Local Authority Freedom of Information and Protection of Privacy Act*
- i. *Occupational Health and Safety Regulations, 1996*
- j. *Youth Criminal Justice Act*

The duration of the retention of records will be as set out in the Ministry of Education – Records Retention and Disposal Schedule for Saskatchewan School Divisions.

2. *Access to Information*

- a. Individuals have the right of access to certain information, and the Board has a responsibility to restrict access to personal information.
- b. The Director of Education is responsible for compliance with the *Local Authority Freedom of Information and Protection of Privacy Act* and Regulations.
- c. The Director of Education will designate an officer of the Board to serve as access officer in accordance with the Act.
- d. Fees for copies of information are to be in accordance with the Regulations of the Act.

3. *Consistency*

Procedures in regard to student records, cumulative and permanent records, are to be in accordance with Administrative Policy 416—*STUDENT RECORDS*

Education in a Culture of Excellence