



**MOOSONEE DISTRICT
SCHOOL AREA BOARD**

BOARD GOVERNANCE POLICY	
Motion	2016-09-008
Adopted	September 27, 2016
Last Revised	
Review Date	

RECORD RETENTION

1. PURPOSE

Moosonee District School Area Board operates under the authority of the *Education Act* and its associated regulations. The creation and management of Board records shall be in accordance with the provisions of the *Education Act*, the *Municipal Freedom of Information and Protection of Privacy Act*, the *Personal Health Information and Protection Act*, and other relevant statutes and regulations of the Province of Ontario and the Government of Canada.

2. POLICY

- 2.1 Moosonee District School Area Board is committed to instituting and maintaining an effective records and information management program. Board records must be accurate and reliable, support accountability, and serve as a record of Board activities.
- 2.2 The records and information management program:
- a) supports efficient and effective program and service delivery;
 - b) fosters informed decision-making;
 - c) facilitates accountability, transparency, and collaboration; and
 - d) preserves and ensures access, based on procedures that provide for security and confidentiality of sensitive material, to records and information in accordance with the laws of Ontario and Canada.
- 2.3 Records and information management applies to all records in the custody or under the control of the Board, regardless of the medium in which those records are stored and maintained.
- 2.4 Records and information shall be securely maintained for as long as required as stipulated in the Records Retention Schedule.
- 2.5 All staff members of Moosonee District School Board are responsible and accountable for creating and maintaining accurate records.

3. BOARD EXPECTATIONS

All records and information created, received, and maintained in the day-to-day management of the Board support the operations of the Board and as such, are the property of the Board regardless of the medium in which those records are stored and maintained. This applies to:

- a) all records and information relating to the operation and administration of the Board and to staff members and students individually;
- b) business applications and information technology systems used to create, store, and manage records and information including email, database applications, websites, etc.
- c) anyone who collects or receives records and information on behalf of the Board.

4. SHARED RESPONSIBILITY

- 4.1 The individual appointed by the Board to act as the Freedom of Information Coordinator has primary responsibility for oversight of the records management program. This responsibility involves:
 - a) ensuring that filing systems and documentation of records, including electronic records, are established and maintained;
 - b) ensuring that records are properly stored, and that retention and disposition schedules are followed; and
 - c) ensuring that appropriate access and security rules are in place to protect both paper and electronic records as required.
- 4.2 The principal, vice-principal, supervisors, and managers are responsible for ensuring that their staff create and keep records as an integral part of their work and in accordance with established procedures and standards. They provide the resources necessary for the management of records and consult with the Freedom of Information Coordinator and on all aspects pertaining to records.
- 4.3 All staff members create, receive, and keep records as part of their daily work, and should do so in accordance with the records management program procedures and standards. This includes disposing of records only in accordance with the authorized retention schedule.
- 4.4 Staff members are responsible for all records and information they create and maintain, regardless of format (paper, electronic, audio, videotapes, etc.), according to applicable federal and Ontario laws and Board policies and procedures.

5. RECORD RETENTION SCHEDULE

- 5.1 All receipts, vouchers, records (including electronic records), papers, or other documents pertaining to the Board shall be retained for such periods as are set forth in Schedule A below:

SCHEDULE A

PARTICULARS	NO. OF YEARS AFTER LAST ENTRY
Disbursement Voucher including cancelled cheques	6 years
Bank Cheques	6 years
Duplicate Receipts	6 years
All Books of Original Entry (i.e., General Journal, Cash Receipts Journal, Cash Payments Journal, Accounts Payable Journal, Payroll Journal)	10 years
Payroll Records	7 years
Correspondence	5 years
Sales Invoices Copies	3 years
Time Sheets	2 years
Insurance Policies	Upon Expiry
Subsidiary Ledgers—Accounts Receivable	6 years
One (1) Copy of Audited Annual Financial Statement	Permanent Retention
General Ledger	Permanent Retention
Minute Book	Permanent Retention
By-Laws	Permanent Retention

REFERENCE DOCUMENTS

Legal:

Education Act, Section 171 (1) 38 Records Management

Education Act, Section 265 (1) Duties of Principal: Pupil Records

Education Act, Section 266 Pupil Records

Ontario Student Record (OSR) Guideline

*Municipal Freedom of Information and Protection of Privacy Act: Information Banks,
Access to Records, Retention*

Personal Health Information and Protection Act

The Ontario Evidence Act

Board:

Board Governance Policies

Board Procedural By-Laws

Administrative Procedures