

Section:	District Administration
Title:	Records Management

Purpose

To provide directions for a records management program.

Policy

Mission Public School District (the “School District”) depends upon the reliability, integrity and accessibility of its records for the efficient and effective discharge of its educational, legal and administrative responsibilities.

The School District is responsible for establishing and maintaining an exemplary records management system and processes to ensure the creation, maintenance and protection of reliable records.

The School District will retain and create only those records which it requires to conduct and document its business and to facilitate the retrieval, retention, long-term preservation and disposition of records in accordance with the School District’s legal, legislative, administrative and operational obligations.

All practices concerning records management for educational and corporate services in the School District will be in accordance with this policy and supporting administrative procedures.

Guidelines

1. All School District employees and contracted service providers who create, receive, and use records have records and information management responsibilities and are accountable for the management of records and information generated in the course of their duties in both the physical and virtual environment.
2. The Board authorizes the Secretary Treasurer or designate to establish procedures that will guide the implementation of a standardized method of records management for all employees and contracted service providers to follow.
3. The retention periods established in the procedures must be in accordance with federal and provincial legislation or regulations and any applicable Board policies.

Date of Original Board Approval: Approved in Principle, November 19, 2024

Approved: March 11, 2025

Date Amended:

Legal Reference: (legislation)

*Cross Reference: Freedom of Information and Protection of Privacy MPSD Program
North Vancouver School District Records management
District Administration Records Management Procedure
District Administration Records Classification and Retention Procedure
District Administration Student Records Procedure*