

Purpose

Rocky View Schools (RVS) requires a uniform process for administering records. All division employees must be cognizant of their responsibilities in this matter.

Background

All records as required for corporate operation, or as outlined in the Education Act and other legislation, must be managed from creation to disposition in accordance with legal, regulatory and operational requirements.

Definitions

Custodian: The individual, usually the Division's Records Management Assistant or a Principal, managing the information in accordance with the decisions made by the owner.

Owner: The employee who has the responsibility and accountability for ensuring the existence, maintenance, security (storing in an RVS secure location whether digital or paper) and disposition of the master record. All records have an identifiable owner acting on behalf of RVS.

Record: Any paper, microform, electronic or physical object regarded as an official record, a document upon which a decision is based, where information is stored and made/or acquired by an employee of RVS. These records are subject to the FOIP Act.

Transitory Records: Comprises phone messages, electronic mail (e-mails) that are equivalent to conversation but are not decision making, rough notes, lists, brainstorming, working drafts, duplicates of records used for information or convenience. These are unofficial records and are subject to the FOIP Act.

User: All RVS employees and any person granted access to information or who generates or acquires information on behalf of RVS.

Vital Record: Records that are fundamental to the functioning of an organization and necessary to continue operations without delay under abnormal conditions.

Essential Record: Records that are needed in the day to day operations of a business that if lost could be reconstructed at great time and expense.

Procedures and/or Principles

1. All records are the property of RVS.
2. All department supervisors and school principals are responsible to identify the vital records necessary for the continuation of the work of RVS. If a retention period is unclear within the Records Retention Schedule, document owners can contact the Records Management Assistant.
 - 2.1. For student records the principal is the custodian of the record (AP320).

3. Rocky View Schools will use a consistent system for the storage of vital and essential records. All files are to be kept within the retention schedules, schedule timelines (periods), and locations, as outlined in the records retention schedule. The schedule will be maintained as a SharePoint list. Any copies of the Records Retention Schedule, either digital or paper (including Appendix A) will be considered copies and not the Master.
4. Retention periods are developed in conjunction with and, in consideration of, relevant Acts and Regulations, internal and professional directives, and relative standards.
5. A review of records is to be completed on an ongoing basis by the document owner. Transitory records should be deleted, when and where possible, when no longer required.
6. Transfer, and destruction, of records will be done in accordance with approved retention schedules. All requests for destruction of records are to be completed through form AF185-A (available on the RVS website). The Records Management Assistant will advise next steps upon receipt of form AF185-A., requesting additional information if/where needed.
 - 6.1. See AP320 for more information about transferring student records.
7. Access to records by a non-employee must follow the process outlined in AP180.
8. Archived records are to be identified and be assigned permanent retention in an appropriate format within the storage location identified in the Records Retention Schedule. Form AF185-B is to be used when transmitting paper files to inactive. Files in storage are to be tracked for their retention period. The Custodian is responsible to follow up with the document owner at the time inactive files are ready for destruction.
9. If a record has reached the retention for destruction it will be reviewed by the Records Management Assistant to ensure the files are no longer required for litigation purposes, operational requirements and/or legislative requirements beyond those considered by the Records Retention Schedule.
10. Original paper records for those files now stored digitally, according to established standards, may be destroyed 30 days after the quality assurance (QA) has been completed on the digitized documents. The digital file will become RVS' official record with retention policies applied for further retention. The QA must be completed by an authorized individual within the division.

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References

- i. External Legislation:
 - The Education Act Section 33, 52, 53, 68, 197, 222, 225
 - Student Record Regulation 97/2019
 - Limitations Act
 - Occupational Health and Safety Act
 - Health Information Act
 - Freedom of Information and Protection of Privacy Act

- ii. RVS Policies and Procedures:
 - AP180 Requests For Access to Information or Correction of Personal Information
 - AP182 Protection of Privacy
 - AP320 Student Records
- iii. RVS Forms:
 - AF185-A Request for Destruction of Records
 - AF185-B Records Transmittal to Inactive
- iv. RVS Handbooks and Manuals
 - [RVS Record Retention Schedule - School View](#)
 - [RVS Record Retention Schedule - All Records](#)
 - Handbook for CUM File Digitalization
- v. Contact/Branch
 - Business and Operations (busops@rockyview.ab.ca)