

Administrative Procedure 185 – Appendix B

APPENDIX B – RECORDS DISPOSITION PROCESS

Background

Records and Information Management Program provides systematic control over the quality and quantity of information produced by the Division, from records creation until disposition. This procedure identifies the approved process to prepare records for final disposition for both paper and electronic records. Once the criteria for disposition is met, timely action is taken to implement disposition based on this procedure.

Definitions

Legal Hold

means a hold placed on the disposition of records due to a foreseeable or pending litigation, government investigation, audit or special organizational requirements as identified by the Division or the Board.

Personal information

means information about an identifiable individual including name, home address, telephone number, race, national or ethnic origin, colour, religion, political beliefs, associations, age, sex, marital status, family status, identifying numbers, fingerprints, blood type, health and health care history, educational, financial, employment and criminal records.

Record

means information in any recorded form. This includes documents, emails, photographs, letters, handwritten notes, completed forms, meeting minutes, agendas, policies, computer data files, drawings, photographs, student records, school calendars and any other information that is written, photographed, recorded or stored in any manner.

Records and Information Management Program (RIMP)

defines the practices, procedures and standards for collecting, classifying, storing, securing, retrieval, access, retention and disposal of all Division records throughout the life cycle of the information. Administrative Procedures specify how records are consistently managed.

Records Disposition

means the identified plan for either retention or destruction of records. While some records are intended to be transferred for permanent retention in Archives, others are to be securely disposed of.

Records Disposition Authorization Form

is the form used by departments and schools sites to document and approve records disposition while certifying that destruction has occurred. Once complete, the form becomes the official Record Disposal Certificate of the Division.

Retention Schedule or Retention and Disposition Schedule

is the timetable that identifies records of the Division, the action that triggers the closure of a record, the length of time a record must be retained before disposition, and the final disposition of records (Archives or destroy). Refer to AP 185 – Appendix A – Records Retention Schedule. Archives

Procedures

1. Once a record has met its retention requirements, as identified in the Records Retention Schedule, it will be identified and inventoried based on a review of the closure criteria and retention period. Records need to be kept for the timelines identified in the Records Retention Schedule and managed throughout their lifecycle. For each record being proposed for disposition, identify the Record Number and the Record Series (found on the Records Retention Schedule). Submit inventories of records with similar retention periods or final disposition together.
2. Using the Records Disposition Authorization Form, describe the records being submitted. Transitory records are not included in the inventory.
 - 2.1 In Google Workspace, the Education Technology Consultant is responsible for generating a report on July 30th each school year, listing digital assets earmarked for deletion according to Google Workspace Data and Information Management guidelines. Subsequently, the Electronic Records Advisor ensures that the Records Disposition Authorization Form is duly completed and signed off prior to the deletion of these assets in Google Workspace. This process collectively serves as the formal destruction certificate for Google Workspace digital assets.
3. For records that are stored in Division's Records Centre, a list / report of records is generated for disposition accompanied by the information supplied at the initial submission of the records for retention. A Records Disposition Authorization Form will be duly filled out with all required information. Ensure that the data required for review is sufficient to meet the requirements of this procedure to support decision making.
4. Enter the current date for the inventory work and identify the school site or department location, along with the name and contact details of the person preparing the inventory.
5. Provide a complete description of the records being proposed for disposition. It is essential to describe the records in enough detail so they can be identified and approved for disposition.
6. Provide the Record Number, Record Series and Record Type description from the Records Retention Schedule. For a case file series, such as SI-10 for Student Records, it is important to identify the content being destroyed. This means providing a listing of names. Provide the start date and the end date for the records being submitted. Identifying the month and year is sufficient.
7. Using the Records Retention Schedule, identify the retention period for the required records and provide this information on the Records Disposition Authorization Form.
8. For the notes, identify any additional information to support the disposition process.

9. Once completed, submit the form for signature to the Principal/Administrator for school sites or to the responsible Department Head at Division Office. This individual must determine if there is any need to retain the records to support a business requirement for the organization beyond the time period according to the Records Retention Schedule. Furthermore, this individual can also determine that the records met their disposition as specified in the Records Retention Schedule, and there is no operational need to extend the time period for retention.
10. Once signed off by the Principal/Administrator / responsible Department Head, the form is submitted to the Electronic Records Advisor (Division Office). This individual will ensure there is no organizational requirement (e.g. FOIP request, Legal Hold) requiring further retention of the records; in consultation with the FOIP Coordinator if applicable.
11. Once approved by Division Office, the records are either transferred for permanent preservation to an Archives or destroyed. Electronic records are expunged. Paper records are securely destroyed based on contracted services for secure shredding. Measures are in place for the secure destruction of all records so that personal information is secure and protected.
12. Records identified as Archival and intended for permanent retention are transferred to an Archives for preservation. These records are also listed on a Records Disposition Authorization Form as ownership is transferred once disposition requirements are met.
13. Submit the completed form to Division Office. The approved Records Disposition Authorization Form will follow the retention and disposition schedule for its retention and becomes a permanent record called Record Disposal Certificate.