

BOARD DIRECTIONAL POLICY	
<small>DIRECTIONAL POLICY TITLE</small>	<small>DIRECTIONAL POLICY NUMBER</small>
<b>RECORDS AND INFORMATION MANAGEMENT (RIM)</b>	<b>1200</b>

**Title of Directional Policy:**

Records and Information Management (RIM)

**Date Approved:**

Oct. 24, 2023

**Projected Review Date:**

2028

**Alignment with Multi-Year Strategic Plan:**

The *Records and Information Management (RIM) Directional Policy* informs priorities under the [2021-2025 Strategic Plan, Vision and Mission: Building a Community that Accompanies](#), particularly the priorities of Maximizing Resources, Ensuring Equity and Valuing Relationships.

**Action Required:**

The Peterborough Victoria Northumberland and Clarington (PVNC) Catholic District School Board recognizes that records and information are strategic assets that must be managed securely, efficiently and effectively for present and future generations.

PVNC Catholic is committed to maintaining a reliable and accessible record of Board actions, transactions and decisions through a coordinated and integrated approach to records and information management and through the administrative procedures that operationalize this directional policy.

Records and information received or created in the course of Board business are the property of the Board.

The destruction, alteration, deletion, or removal of Board records from the Board's custody or control shall only be done in compliance with *Administrative Procedure 1201 - Records and Information Management* with adherence to the Board's Records and Information Management Classification and Retention Schedule (CRS).

Any concealment or private use of Board records is strictly prohibited.

This policy applies to all formats of information and records.

PVNC Catholic is committed to reducing its environmental impact, and where operationally feasible, will endeavor to limit the proliferation of paper documents by adopting electronic formats.

### **Purpose:**

The purpose of the *(RIM) Directional Policy* is to establish the Board's obligation to strategically maintain records and information, adhere to relevant legislation with respect to records management, freedom of information, privacy, and copyright, and ensure the efficient creation, appropriate use and access, retrieval, retention, security, storage, and disposition of Board records.

This directional policy, and the administrative procedures that fall under it, will assist the Board in:

- maintaining an accurate account of our students' journey through their Catholic Education
- providing accountability and transparency to students, parents, staff, community stakeholders and members of the public
- fostering informed and evidence-based decision making
- enhancing the use, accessibility, integrity, confidentiality, security, protection of privacy and regulatory compliance of the Board's records and information
- limiting information proliferation and the resulting costs and risks
- preserving information for the benefit of present and future generations
- ensuring equitable access to personal and public information within the Board's custody and control in compliance with relevant legislation
- ensuring Board staff understand their responsibilities with respect to protecting privacy and ensuring the Board has an effective protocol to respond to privacy breaches

- ensuring Board staff understand their responsibilities under the fair dealings provision of the *Copyright Act*

### **Responsibilities:**

#### **The Board of Trustees is responsible for:**

- defining, articulating and directing the PVNC Catholic mandate to support student achievement and well-being in a Catholic learning community supported by the Multi-Year Strategic Plan;
- setting direction and policy that governs PVNC Catholic;
- assigning responsibility to the Director of Education for operationalizing and managing the *RIM Directional Policy* and associated administrative procedures;
- monitoring and holding the Director of Education accountable respecting the adherence, implementation and operational details of the *RIM Directional Policy*;
- establishing informed, accountable and ethical decision-making for resource management.

#### **The Director of Education is responsible for:**

- providing leadership regarding adherence, implementation and operational details in the *RIM Directional Policy* and associated administrative procedures;
- providing direction to staff in the development of administrative procedures and practices to ensure implementation of the *RIM Directional Policy*;
- aligning human and financial resources with the Board priorities and by demonstrating professionalism and accountability for high standards of practice in all Board operations.

#### **Superintendents of Schools and System Portfolios are responsible for:**

- adhering to the administrative procedures and practices that support the *RIM Directional Policy*;
- providing leadership and support for principals/vice-principals, managers, administrative assistants, and all departmental staff in their knowledge, understanding, and implementation of the *RIM Directional Policy*.

**Principals, Vice-Principals and Managers are responsible for:**

- providing leadership, management and support for the members of their school or department in their knowledge, understanding, and implementation of the *RIM Directional Policy*.

**The Communications Manager is responsible for:**

- overseeing the Records and Information Management office, the development, implementation and maintenance of the Board's records and information management strategy and the Records and Information Management Classification and Retention Schedule (CRS);
- duties outlined in the associated administrative procedures.

**The Records and Information Management Coordinator is responsible for:**

- coordinating the Board's records and information management strategy and facilitating the maintenance of the Records and Information Management Classification and Retention Schedule (CRS);
- serving the information management interests of the Board, the Catholic Education Centre, school communities, and the broader public.

**Staff are responsible for:**

- maintaining accurate and reliable records in accordance with this policy and all related Board policies, administrative procedures and supporting documents;
- working collaboratively with colleagues to successfully implement the *RIM Directional Policy*;
- being proactive and self-directed in building their knowledge and understanding of the *RIM Directional Policy* as it relates to their role.

**Progress Indicators:**

- maintain administrative procedures and practices to support the *RIM Directional Policy*.

- maintain a Board-approved Records and Information Management Classification and Retention Schedule (CRS).

**Definitions:**

**Information** is facts and data acquired through reading, study and experience.

**Record** is any preserved information created, collected and maintained for business and operating purposes, legal obligations, or both, regardless of medium or form.

**Records and Information Management** is the key component of an information governance scheme. It supports the effective management of information of evidential value throughout its full life cycle; from creation to final disposition intent on the efficient and economical delivery of school board programs and services. It applies to all business and program applications and technology systems.

**Confidential Information** is information that is not readily available publicly and is privileged for the use of school board business operations. Examples include draft policy and in-camera minutes.

**Personal Information** is any information that renders an individual identifiable.