



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

TITLE OF DIRECTIONAL POLICY:

Records and Information Management (RIM)

DATE APPROVED:

December 20, 2016

PROJECTED REVIEW DATE:

September 2021

POLICY:

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 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.

Records and information created in the course of Board business are the property of the Board. The willful destruction, alteration, deletion, removal from the custody or control of the Board, concealment, or private use of Board records and information is against Board policy unless done so in accordance with the Board's approved records and information management retention schedule. This policy applies to all formats of information and records.

PURPOSE:

The purpose of the *Records and Information Management (RIM) Policy* is to support the Board in its obligation to strategically maintain records and information, adhere to relevant legislation and ensure the efficient creation, maintenance, retrieval, security, storage, and disposition of records.

This policy 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 accessibility, integrity, security 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

ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:

The *Records and Information Management (RIM) Policy* supports our Vision for Achieving Excellence in Catholic Education through Learning, Leadership and Service.

This Vision calls the Board to these Strategic Priorities:

- Ensure our structures, processes, relationships, and actions reflect our Gospel Values and Catholic Social Teachings
- Implement the most effective, evidenced-based instructional and assessment practices to help all students meet the Catholic School Graduate Expectations
- Embed technology to support digital literacy, creativity, innovation, collaboration, and the learning needs of all students
- Develop the intellectual, spiritual, mental, physical, and emotional well-being of students in safe, diverse, respectful, and faith-filled learning environments
- Implement fair and transparent processes in recruitment, leadership, talent development, and succession planning to ensure our employees have the necessary knowledge, skills, and attributes to support our Vision

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

- Defining, articulating and directing the PVNC 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.
- Reviewing and considering for approval the *RIM Policy* recommended for consideration by the Policy Development Committee.
- Understanding and communicating to members of the community the content of the *RIM Policy*.
- Assigning responsibility to the Director of Education for operationalizing and managing the *RIM Policy*.
- Monitoring and holding the Director of Education accountable respecting the implementation and operational details of the *RIM Policy*.

The Director of Education is responsible for:

- Providing leadership regarding implementation and operational details in the *RIM Policy*.
- Providing direction to staff in the development of administrative procedures and practices to ensure implementation of the *RIM Policy*.

Superintendents of Schools and System Portfolios are responsible for:

- Providing leadership and supports for principals/vice-principals, managers, administrative assistants, and all departmental staff in their knowledge, understanding, and implementation of the *RIM Policy*.

Managers are responsible for:

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

The Communications Manager is responsible for:

- Overseeing the Records and Information Management office and the development, implementation and maintenance of the Board's records and information management strategy and Records and Information Management Retention Schedule.

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 Retention Schedule.
- Serving the information management interests of the Board, the Catholic Education Centre, school communities, and the broader public.

Principals and Vice-Principals are responsible for:

- Providing leadership, management and support for the members of their school communities in their knowledge, understanding, and implementation of the *RIM Policy*.

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 Policy*.
- Being proactive and self-directed in building their knowledge and understanding of the *RIM Policy* as it relates to their role.

PROGRESS INDICATORS:

- Maintain and/or develop administrative procedures and practices to support the *RIM Policy*.
- Maintain a Board-approved records and information management retention and classification schedule.

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. Examples include student report cards and letters of suspension.

REFERENCES:

- [PVNC Catholic District School Board Vision and Strategic Priorities 2014-2017](#)