

DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD
BOARD POLICY / REGULATIONS

Board Policy Number:	6.02
Subject:	Retention, Disposal and Management of Document
Effective Date:	(357) October 25, 2005

It is the policy of the Dufferin-Peel Catholic District School Board to retain documents until such time as their administrative, legal or fiscal values have ceased, and in accordance with all Federal or Provincial legislation.

Documents are retained in accordance with the Board's Document management system and the Document Retention Schedule.

Retention periods shall balance legal requirements, the probability of future need, the value for historical reference, and the practical issues of storage feasibility and efficiency.

Documents that originate in paper format shall be retained in such format, unless transferred to an acceptable imaging or microfilming program. Electronically recorded documents shall be recorded and retained in a readable, usable, accessible, reliable and retrievable format, and suitable back-up procedures shall be adhered to in order to ensure appropriate integrity of the record.

(SEE GENERAL ADMINISTRATIVE PROCEDURES NO. 540.00)

REGULATIONS

6.02 RETENTION, DISPOSAL AND MANAGEMENT OF DOCUMENTS

1. A document is defined as any book, note, memo, letter, record, map, drawing, photographic image, form, tape, disk, diskette, cartridge, microfilm or other object on which information is recorded.
2. Documents shall be retained in accordance with the Document Retention Schedule, GAP 540.00, which contains the minimum retention period for documents.
3. Documents, not listed in the Document Retention Schedule, should be retained in accordance with any applicable Federal or Provincial Laws, including the *Limitation Act, 2002* and, if not required to be retained for periods specified by law, should be considered for retention for no fewer than two years from the date of their first creation.

6.02 *Regulations: Retention, Disposal and Management of Documents*
Cont'd . . .

4. All employees of the Board are responsible for the storage, maintenance and destruction of all Board and School documents for which they are responsible. Questions regarding maintenance, storage, retention and destruction, should be referred to the Freedom of Information and Privacy/Policy Services Officer in the Employee Relations Department.
5. Documents containing confidential, student or employee information shall be destroyed by shredding.
6. The Document Retention Schedule will be updated from time-to-time, as appropriate.
7. Electronic documents must be kept in a manner that:
 - a) Retains the information in a complete and unaltered manner;
 - b) Can permit access for subsequent use; and
 - c) Can permit retention, including storage and subsequent printing.