



**TITLE: MANAGEMENT OF OFFICIAL BUSINESS RECORDS**

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**1.0 OBJECTIVE**

To implement management practices in support of the effective administration of official business records.

**2.0 DEFINITION**

- 2.1 **District** refers to the Ottawa-Carleton District School Board.
- 2.2 **Official Business Records (OBRs)**, are defined as correspondence, including e-mail and facsimile transmissions, memoranda, reports, Board and committee minutes, papers, books, maps, plans, photographs, microfilms or documentary materials which:
  - (a) are made or received by trustees or any employee in the course of conducting District business;
  - (b) are appropriate for preservation by the District;
  - (c) contain information on the organization, functions, procedures, policies or activities of the District's corporate administration.
- 2.3 **Classification Scheme** means a logical and systematic arrangement for classifying records into subject groups, functions, or categories based on a scheme of natural relationships representing numbers, letters, and key words for identification.
- 2.4 **Retention Schedule** means the length of time a record must be kept to meet administrative, fiscal, legal, or historical requirements.
- 2.5 **Records Disposition** means the disposal/destruction or transfer of records that are eligible for disposition according to the Retention Schedule.
- 2.6 **Secure Disposal** means destruction of a record, in any format, rendering it useless and permanently disabling reconstruction of any and all information that was contained therein.
- 2.7 **Record Owner** is the record custodian of a department/school OBR.

- 2.8 **Transfer of Records** means the transferring of OBRs by the record owner to Corporate Records for storage as specified by the Retention Schedule.
- 2.9 **Duplicate Record** means a copy of the record that is not the OBR and does not require retention to satisfy the longest operating need, or any legal or regulatory requirement.
- 2.10 **Legal Hold** means a communication issued as a result of current or anticipated litigation, audit, government investigation, or other such matter that suspends the normal disposition of records.

### 3.0 RESPONSIBILITY

- 3.1 The Corporate Records office is responsible for managing the daily administration of District's OBR resources. Corporate Records is also responsible for the development of administrative procedures and support systems required to:
- (a) protect and safeguard the District's OBRs, including Board and Committee minutes, Ontario Student Records, financial and personnel records;
  - (b) maintain a classification scheme for records;
  - (c) manage a record inventory control system;
  - (d) provide effective records retrieval services that ensure controlled and timely access by authorized employees, other organizations, or members of the public, subject to legal requirements and Board policy/procedure;
  - (e) administer an approved records retention schedule;
  - (f) provide short and long term storage and retrieval services for all official business records; and
  - (g) ensure records are appropriately disposed of in accordance with the retention schedule and other applicable Board policies/procedures.
- 3.2 All record owners are responsible for ensuring that OBRs are forwarded to the Corporate Records Office.

### 4.0 PROCEDURE

#### Classification of Records

- 4.1 Records will be classified in accordance with the District's Classification Scheme and maintained as per the Classification Scheme and Retention Schedule (Appendix A).
- (a) Records will be filed in file folders (where possible) and labeled with the correct primary, secondary and tertiary headings.
  - (b) Records will be labeled to include the retention period and the destruction date.
  - (c) The primary headings represent functions and not organizational structure. The primary headings are:

Administration	A
Buildings and Property	B
Communications and Marketing	C
Educational Programs	E
Finance	F
Human Resources	H
Legal	L
Students	S
Technology	T

- (d) Secondary headings that break down the primary headings will be indicated by two numeric digits.
- (e) Tertiary headings that further break down the secondary headings will be indicated by two numeric digits.
- (f) The file identifier used to identify the users' files can be alpha and/or numeric characters.

Retention of Records

4.2 Records will be maintained as per the Retention Schedule and will remain active for the specified period, or until an event triggers their status as inactive.

Disposition/Destruction of Records

4.3 Records will be disposed of according to the timelines of the Retention Schedule, except in the case of a legal hold.

- (a) On a quarterly basis, Corporate Records will generate automated listings, according to school/department, of those records that are eligible for disposition, according to the Retention Schedule.
- (b) The listing, accompanied by an Authorization for Records Disposition/Destruction Form OCDSB 937 (Appendix B), will be forwarded to the designated authority (Manager/Principal) in the department/school for review.
- (c) The designated authority will:
  - i. Either authorize disposal/destruction of the records by signing the Authorization for Disposal/Destruction Form; or provide notification of a legal hold on disposal/destruction;
  - ii. Return the Authorization for Disposal/Destruction Form and listing of records to Corporate Records for action; and
  - iii. Records authorized for disposal will be destroyed in a manner that is safe, secure and respects confidentiality. The disposition date of records with a legal hold will be recalculated upon resolution of the legal issue.
  - iv. Listings of destroyed records and the Authorization for Disposal/Destruction Form will be maintained in Infolinx by the school or department. Destroyed records will be noted as such in the records database.

### Disposition/Destruction of Duplicate Records

4.4 Duplicate records will be disposed of according to the timelines of the Retention Schedule.

- (a) A duplicate record is not an OBR and is not required to have its disposition/destruction recorded, unless:
  - i. The duplicate record is in the possession of a third party either lawfully or unlawfully and will be disposed of/destroyed according to a pre-determined agreement or policy/procedure with/of the District;
  - ii. The OBR is no longer available prior to, or at its set retention, and a certified exact replica replaces the OBR.

4.5 No material is disposed of or destroyed without written authorization from the designated authority.

## **5.0 APPENDICES**

(Please right-click on the links below to open appendices in new tabs)

[Appendix A: Classification Scheme and Retention Schedule](#)

[Appendix B: OCDSB 937 Authorization for Records Disposition/Destruction](#)

## **6.0 REFERENCE DOCUMENTS**

Ontario Student Record Manual 2009

Board Policy P.027.GOV: Corporate Records Management

Board Policy P.128.GOV: Privacy – *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA)

Board Procedure PR.669.GOV: Privacy Breach