

**TITLE: CORPORATE RECORDS MANAGEMENT**

**Date issued: August 1998**

**Revised:**

**Authorization: Board: 13 July 1998**

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**1.0 OBJECTIVE**

To ensure the Board's corporate records are managed in a manner to facilitate the decision-making of the Board and its senior staff members and to meet any legislative requirements.

**2.0 DEFINITION**

- 2.1 **Corporate records** are defined as correspondence, including e-mail and facsimile transmissions, memoranda, reports, Board and committee minutes, and 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 Board business;
  - b) are appropriate for preservation by the Board; or
  - c) contain information on the organization, functions, procedures, policies or activities of the Board's corporate administration.

**3.0 POLICY**

- 3.1 Information received, created or gathered by or on behalf of the Board in the course of conducting Board business, both by trustees, with respect to information which is in the Board's custody or control, and by Board staff, is a corporate resource which belongs to the organization as a whole and shall be managed in accordance with administrative procedures and made accessible to those who require it, subject to legal requirements and Board policy.
- 3.2 The Board has a responsibility to maintain and safeguard records required for the administration of the Board's business and for the long-term preservation of records including Ontario Student Records, Student Registers, Board and Committee minutes, financial records, and personnel records.

- 3.3 Consistent management standards, as outlined in accompanying procedures, shall be applied to maintain the proper administration and security of the Board's corporate records.
- 3.4 The Director of Education is authorized to issue such procedures as may be necessary to support this policy.

#### **4.0 REFERENCES**

*The Education Act, § 171(38)*

Board Procedure PR.516.GOV: Corporate Records Management

Board Procedure PR.517.GOV: Registration of Official and/or Significant Correspondence