

**ADMINISTRATIVE RECORDS**

**Background**

There must be an efficient and effective filing and storage system for all administrative records. The system must serve the ongoing business needs of the Division, Freedom of Information and Protection of Privacy legislation, and also provide Division staff the opportunity to access their own personnel records. The retention or disposal of administrative records must be guided by a reference system that is specific to the type of Division office records in question.

**Procedures**

1. The Superintendent will develop and maintain a filing and storage system for administrative records and files at the school and Division level in accordance with legislative, corporate and personnel requirements.
2. Division personnel shall have access to their own personnel file and payroll records upon request. Other access shall be restricted to Division personnel and/or payroll staff, the Principal, and superintendency staff.
3. Division office records which may be deemed to relate to the history, tradition or culture of the Division shall be referred to the Superintendent's office for possible inclusion in Division or Provincial Archives.
4. Division office records or files which do not meet the criteria for retention are to be disposed of in a manner appropriate to their confidentiality and volume.
5. Electronic records must conform in the same manner as hard copy records.

Reference: Section 23, 60, 61, 75, School Act  
Student Record Regulation 71/99  
Information Bulletin 3.2.5 – Access to Information  
Information Bulletin 3.2.7 – Student Record Regulation Information  
Freedom of Information and Protection of Privacy Act  
FOIPP Regulation 200/95