



## SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

### **Policy A.6 (Formerly 6015)**

**Policy Subject:** RECORDS MANAGEMENT

**May 2009**

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### **POLICY**

A records management program will be maintained to ensure consistent records management and retention throughout the district. Such a program will ensure efficient use of district resources, provide litigation support and preserve the district's history. A records management program enables the district to comply with regulatory requirement.

### **PROCEDURE**

Records management covers a broad spectrum of records such as accounting, purchasing, corporate, insurance, personnel, property and students records.

The Records Management program shall consist of a Retention Schedule consistent with Federal and Provincial legislation.

The following retention and disposal schedule outlines the minimum amount of time that School District No. 50 (Haida Gwaii) records must be retained.

Please see attached document for Schedule.