



TITLE: CORPORATE RECORDS MANAGEMENT OF OFFICIAL BUSINESS RECORDS

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COMMITMENT TO INDIGENOUS RIGHTS, HUMAN RIGHTS, AND EQUITY

The Board recognizes its responsibility to ensure that this policy and associated procedures promote and protect Indigenous rights, human rights, and equity. The Board will strive to address and eliminate discrimination and structural and systemic barriers for students, staff, and community.

1.0 RATIONALE OBJECTIVE

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

2.0 DEFINITION

Please refer to Appendix A for a list of definitions used in this policy.

3.0 POLICY-GUIDING PRINCIPLES

- 3.1 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.

4.0 SPECIFIC DIRECTIVES

- 4.1 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 District's custody or control, and by Board District 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.

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

5.0 APPENDICES

Appendix A: Policy Definitions

6.0 REFERENCES

The Education Act, § 171(38)

OCDSB Procedure [PR.516.GOV: Management of Official Business Corporate Records Management](#)

OCDSB Procedure [PR.517.GOV: Registration of Official and/or Significant Correspondence](#)

APPENDIX A: POLICY DEFINITIONS

In this policy,

Board means the Board of Trustees.

Corporate-Official Business Records are defined as correspondence, including ~~e-mail and facsimile~~ electronic 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 **BoardDistrict** business;
- b) are appropriate for preservation by the **BoardDistrict**; or
- c) contain information on the organization, functions, procedures, policies, or activities of the **BoardDistrict**'s corporate administration.

District means the Ottawa-Carleton District School Board.