



**TITLE: MANAGEMENT OF OFFICIAL BUSINESS RECORDS**

**Date Authorized: August 1998**  
**Last Revised: 03 October 2023**  
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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.

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**1.0 RATIONALE**

To ensure the Board's 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 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 District's custody or control, and by 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 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\(38\)](#)

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

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.

**Official Business Records** means correspondence, including 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 District business;
- b) are appropriate for preservation by the District ; or
- c) contain information on the organization, functions, procedures, policies, or activities of the District's corporate administration.

**District** means the Ottawa-Carleton District School Board.