

TITLE: RECORDS RETENTION AND DISPOSAL	SECTION: FINANCIAL SERVICES
DATE: APRIL 17, 2019	POLICY NO.: FNS-III-05
APPROVED BY: Resolution No. 2019-084	REVISED/REVIEWED DATE:

1. POLICY STATEMENT

The Kenora District Services Board (KDSB) shall retain, preserve, and destroy its records in a secure and accessible manner in accordance with a records retention schedule established under this policy.

2. INTENT:

This policy is designed to maintain confidentiality and security of information, ensure compliance with applicable laws and regulation, and ensure records identified for disposition are destroyed in a regular and planned manner.

3. DEFINITIONS

“Board” means the Kenora District Services Board;

“Corporation” means the Kenora District Services Board;

“Record” means information however recorded or stored, whether in printed form, on film, by electronic means or otherwise, and includes correspondence, memoranda, plans, maps, drawings, graphics, and photographs.

“Current” records are records created in the current calendar year;

“Department Head” means the functioning leader of a Department, usually a Director;

“Disposition” is the final stage in the records life cycle.

“Responsibility Centre” refers to the department that has primary responsibility and control of a particular group or type of records, typically being the department where records were initially created or received;

“Retention Period” refers to the length of time records are kept; expressed in years unless stated otherwise.

“Trigger Event” refers to a wide range of circumstances that change the retention status of records and information.

4. POLICY:

Records shall be stored securely and access limited to those with a valid business reason for requiring access. Staff without a valid business interest should not be opening or reviewing a record.

Records beyond their retention period will be disposed of in a manner that ensures no breach of confidentiality. The Chief Administrative Officer (CAO), each Director and each Manager will review in December of each year the records under their control and ensure that out of date documents are destroyed. Destruction of records will be coordinated through the Executive Assistant of the Board and CAO. The destruction will be recorded and the summary of the documents destroyed will be retained by the Executive Assistant of the Board and CAO.

5. IMPLEMENTATION OF PROCESSES AND PROCEDURES:

The CAO shall ensure that appropriate directives detailing processes and procedures are issued and maintained to implement and carry out the intent of this policy.