

<i><b>Rainy River District School Board</b></i>	<b>SECTION 2</b> <i>Organization &amp; Administration</i>
<b>RECORDS AND INFORMATION MANAGEMENT</b>	<b>2.81</b>

**POLICY**

The Rainy River District School Board will maintain a secure, efficient, and effective Records and Information Management (RIM) program that supports organizational and educational activities.

**RATIONALE**

Records and information are important strategic assets that belong to the Board to support the delivery of Board programs and services.

**IMPLEMENTATION**

As per Procedure 2.81 Records and Information Management

**GUIDELINES**

- 1.1 All records and information within the custody or control of the Board, regardless of medium, are to be securely stored and maintained to ensure that records are available as evidence of, and support for, Board functions and activities.
- 1.2 All staff are responsible and accountable for creating and maintaining accurate records.
- 1.3 When appropriate, records and information will be disposed of promptly, efficiently, and confidentially.
- 1.4 Training will be provided for staff implementing this policy.

<u>CROSS-REFERENCE</u>	<u>Date Approved</u>	<u>LEGAL/MINISTRY OF EDUCATION REFERENCE</u>
Policies: <ul style="list-style-type: none"> <li>▪ 2.80 Freedom of Information and Protection of Privacy</li> </ul>	February 1, 2022  <u>Board Motion</u> 245	<i>Education Act</i>  <i>Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)</i>
Procedures: <ul style="list-style-type: none"> <li>▪ 2.80 Freedom of Information and Protection of Privacy</li> <li>▪ 2.81 Records and Information Management</li> </ul>	<u>Review Prior to</u> 2027	<i>Personal Health Information Protection Act (PHIPA)</i>