



File EJA

SCHOOL DIVISION RECORDS MANAGEMENT

The Board believes that effective procedures for the management of School Division records are an essential part of good governing policy. It therefore authorizes the Secretary-Treasurer, as Records Manager/Security Officer, to develop a system for the proper maintenance and disposal of divisional and school records. The implementation of efficient records management, particularly in light of technological change, will enable the Division to discharge its responsibilities to ensure both access to, and protection of, information. The Portage la Prairie School Division accepts as policy the practices and procedures outlined in Manitoba Education, Citizenship and Youth's Guidelines on the **Retention and Disposition of School Division/District Records** and **Manitoba Pupil File Guidelines**. It shall ensure compliance with the *Freedom of Information and Protection of Privacy Act* (FIPPA), the *Personal Health Information Act* (PHIA), and the *Youth Criminal Justice Act* (YCJA) respecting the collection, use, disclosure, security, retention, and destruction of personal and personal health information.

See also: GBM, JI