



RECORDS RETENTION

1.0 Rationale

District School Board Ontario North East maintains a retention and disposal schedule for all records within its record management program under the Municipal Freedom of Information and Protection of Privacy Act. Retention and disposal requirements may be driven by legislation, regulation, policy, legal precedent, best practice, or agreement with a third party (such as another level of government). There are prescribed requirements for the length of time a government record must be retained and the appropriate means of disposal at the end of its lifecycle.

2.0 Definitions

Records retention – BOERMS (Board of Education Records Management System) is a board-wide system for collecting, filing, retaining and disposing of records.

3.0 Policy

District School Board Ontario North East is committed to following the required records retention and disposal schedules outlined in the administrative procedure.