

CYBER MONDAY

A monthly cyber-security and data privacy bulletin from the UGDSB



Records and Information Management

What is it?

As outlined in Policy 316 Records and Information Management, it is the responsibility of the UGDSB to maintain an efficient and effective records and information management (RIM) program that supports organizational and educational activities.

A record can be in any format – paper, electronic, on video, in a text, etc. and declared official if it provides evidence of activity, and/or legal proof of a transaction or decision.

Transitory records are not essential documentation, have short-term value, and should be destroyed/deleted as soon as they have served their primary purpose.

A record can be created on a board issued device or your personal device. If it relates to board business, it is a record of the board and is to be maintained in accordance with the board's records retention schedule in the Records Management Manual. In addition, the record can be requested in a Freedom of Information request.

For more information, please contact Linda Swanson, Records Management Officer.

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Why pay attention to Records Management?

For the employee's protection, it is important to keep accurate records and retain them for the required period of time, or discard them if they are not required. It is the responsibility of all employees to create and maintain accurate records that are accessible today and in the future.

- When working from home, if you need to print documents or use hard copy files, tidy these up when not working. Paper records must be stored in a locked cabinet or desk drawer when they are not being used. Bring any documents back to your school or office for proper filing or confidential shredding following the Records Destruction Procedure.
- If you cannot save electronic files to the right location, create an organized folder structure for saving possibly in Google Drive.
- If you have had to scan or take pictures to share information, be sure to double delete - delete and empty the recycling bin or email folder.
- Employees who leave the employment of the board are to arrange transfer (when it is safe to do so) of their files and records to their supervisor/manager, for operational continuity and retention requirements.

What to do with OSRs

When Students Move Schools During The Shutdown (Schools Only)

If you have a student who has changed schools during the COVID-19 shutdown (or just prior) please keep the OSRs at the sending/original school. OSRs should not be transferred until schools have reopened. Additionally, OSRs should not be requested until schools have reopened. Please ensure an accurate incoming and outgoing OSR tracking system is maintained while we are in the shutdown period.

If there is information that the receiving school should be aware of in order to support the learning and wellbeing of the student, it is the responsibility of the sending school to contact the receiving school and share the relevant information.



RESOURCES

[Records Management Manual](#)

[Records Destruction Notice Form and Procedure](#)

[Retention Chart for Schools](#)

[UGDSB Procedures for the OSR Guideline](#)