REPORT TO

REGULAR BOARD

UPDATE TO POLICY A.20 RECORDS MANAGEMENT - ARCHIVES

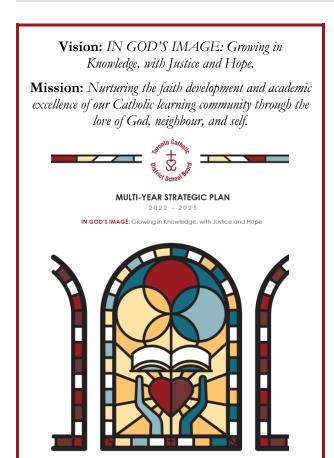*"God is our refuge and strength, an very present help in trouble" Psalm 46:1*

Drafted	Meeting Date
April 11, 2022	April 19, 2022

Bryan Shannon – Sr. Manager, Archives, Records Management and Freedom of Information

Steve Camacho - Executive Superintendent, Technology, Data, and Strategic Transformation & Chief Information Officer

RECOMMENDATION REPORT

Vision: *IN GOD'S IMAGE: Growing in Knowledge, with Justice and Hope.*

Mission: *Nurturing the faith development and academic excellence of our Catholic learning community through the love of God, neighbour, and self.*

MULTI-YEAR STRATEGIC PLAN
2022 - 2025

IN GOD'S IMAGE: Growing in Knowledge, with Justice and Hope

Brendan Browne
Director of Education

Adrian Della Mora
Associate Director of Academic Affairs & Chief Operating Officer

Derek Boyce
Associate Director of Facilities, Business & Community Development

Ryan Putnam
Chief Financial Officer & Treasurer

A.   EXECUTIVE SUMMARY

This report recommends updating the current Policy on Policy A.20 to conform to current practice and policies.

The cumulative staff time required to prepare this report was 10 hours.

B.   PURPOSE

This Recommendation Report is on the Order Paper of the Governance and Policy Committee as it recommends policy revision.

C.   BACKGROUND

The Policy on Policy A.20 was first approved in April 2017 and has not been amended since.

D.   EVIDENCE/RESEARCH/ANALYSIS

1. Changes to this policy reflect current practice and alignment with related legislation and policies, including the Education Act, the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), the Canada Evidence Act, the Ontario Evidence Act, the Personal Health Information Protection Act (PHIPA), the Ministry of Education Ontario Student Record (OSR) Guideline, as well as TCDSB Policies A.38 Freedom of Information and Protection of Privacy, S.16 Access to Pupil Information, and A.29 Acceptable Use of Technology.

2. This policy has been amended in consultation with staff from the Communications, Special Services, Equity and Diversity, and ICT Departments, Field Superintendents, and Legal Services.

3. As such, amendments have been made to express the full scope of the policy, to clarify responsibility for compliance, and to remove duplicative information within the policy.

4. This draft policy appeared at Governance and Policy Committee on April 19, 2022.

E. METRICS AND ACCOUNTABILITY

Recommendations in this report will be monitored by policy development staff.

F. STAFF RECOMMENDATION

The Governance and Policy committee recommends that the revised policy on Records Management – Archives - A.20 provided in Report Appendix A be adopted.