



REPORT TO

GOVERNANCE AND POLICY COMMITTEE

UPDATE TO RECORDS MANAGEMENT (A.20) AND ARCHIVES (A.21) POLICIES

*In whom are hidden all the treasures of wisdom and knowledge.
Colossians 2:3*

Created, Draft	First Tabling	Review
February 21, 2017	April 11, 2017	
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RECOMMENDATION REPORT		

Vision:

At Toronto Catholic we transform the world through witness, faith, innovation and action.

Mission:

*The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.
We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.*



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A. EXECUTIVE SUMMARY

This report recommends consolidating the Records Management (A.20) and Archives (A.21) policies into one policy updated in meta format to align with relevant legislative requirements and current leading practices including reflecting amendments to the *Municipal Freedom of Information and Protection of Privacy Act* and following leading practices and resources provided to Ontario school boards.

B. PURPOSE

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

C. BACKGROUND

1. The Records Management policy (A.20) was approved on June 13, 1994 and has not been reviewed or updated since. The current policy is provided in APPENDIX B.
2. The Archives policy (A.21) was approved on December 8, 1983 and has not been reviewed or updated since. The current policy is provided in APPENDIX B.
3. Both policies are quite outdated and require a major overhaul, as proposed and found in APPENDIX A.

D. EVIDENCE/RESEARCH/ANALYSIS

1. It is necessary to update TCDSB's Records Management and Archives policies in order to align them with relevant legislative requirements and current leading practices.
2. A recent amendment to the *Municipal Freedom of Information and Protection of Privacy Act* (Section 10.1) now requires Ontario public institutions to take

reasonable measures to ensure the appropriate preservation of business records within their custody and control, and to retain records according to requirements established by Act, policy or otherwise. The proposed policy updates will assist TCDSB in satisfying its obligations under the Act.

3. Further, the Ontario Association of Business Officials – Information Management, Privacy and Access Committee (OASBO-IMPAC) and the Privacy and Information Management (PIM) Network support Ontario school boards by developing leading practices and resources in the areas of Records Management and Archival Management. TCDSB Archives and Records Management staff members are active participants in these groups and have utilized the resources provided to develop these policies in a way that reflect current requirements and excellent practice

E. METRICS AND ACCOUNTABILITY

1. Recommendations in this report will be monitored by policy development staff.
2. Further reports to Board will be brought as necessary.

F. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

Updates to the policy will be communicated Board-wide to ensure all stakeholders are aware of their obligations under the policy.

G. STAFF RECOMMENDATION

Staff recommend that the Records Management & Archives policy (A.20) provided in APPENDIX A be adopted and the current Archives policy (A.21) be rescinded.