



DISTRICT PRACTICE 2200
RECORDS AND INFORMATION
MANAGEMENT

DISTRICT PRACTICE:

1. GENERAL

1.1 Students, staff and members of the public are entitled to seek access to records within the custody and control of the School District. In order to support access to information and records, the School District has established different processes for each of the following types and categories of requests:

- Requests for access to publicly available information
- Requests for access to student files
- Requests for access to employee personnel files
- Requests for access to other records.

2. REQUESTS FOR PUBLICLY AVAILABLE INFORMATION

- 2.1 The School District supports transparency and accountability practices and seeks to identify categories of information or records to make available to the public.
- 2.2 The School District routinely makes available on its public website the minutes of its public meetings, public Board of Education reports, financial information, and other information that the Board of Education is required to or determines to make available to the public.
- 2.3 Individuals seeking access to, or information about, records that are publicly available should contact the Freedom of Information and Protection of Privacy (FIPPA) Coordinator.
- 2.4 The School District supports the appropriate disclosure of information on matters of public interest in accordance with [section 25](#) of the *Freedom of Information and Protection of Privacy Act* (FIPPA).

3. REQUESTS FOR STUDENT FILES

- 3.1 The School District recognizes that the student file for school-aged students enrolled within the School District is available to the student and their parent (guardian) under the *School Act*.
- 3.2 Requests for copies of a student’s file when made by a student or their parent (guardian) should be referred to the student’s current principal, and access will be granted at the school level in accordance with the *School Act*.

[POLICY 2200 RECORDS AND INFORMATION MANAGEMENT](#)
[RETENTION SCHEDULE 2200](#)
[FORM 2200 RECORDS AND INFORMATION MANAGEMENT ACCESS REQUEST](#)

REFERENCES: [School Act](#), [FOIPPA](#)
ADOPTED: January 2021, October 11, 2022



DISTRICT PRACTICE 2200
RECORDS AND INFORMATION
MANAGEMENT

- 3.3 Before granting access to student files, the principal shall ensure that any third-party personal information contained in the file is removed or redacted. The student file shall not contain student counselling records. If the Principal has questions or concerns about the information or records to be disclosed, he or she will consult with the FIPPA Coordinator.
- 3.4 Former students and students who have reached the age of majority should seek access to their student file by making a written request to the FIPPA Coordinator.
- 3.5 The School District reserves the right to charge reasonable fees for the processing of requests for student files and may require proof of identity or guardianship before releasing records.

4. REQUESTS FOR PERSONNEL FILES

- 4.1 The School District recognizes that [FIPPA](#) provides employees with an entitlement to receive access to their own personal information as contained in their personnel file, subject to certain exceptions set out in the Act.
- 4.2 Requests for access to personnel files may be directed to the School District Human Resources department. The Human Resources department will review the personnel file and remove any third- party personal information before releasing the file to the individual and will consult with the Freedom of Information Coordinator prior to release to ensure that any decision to release or withhold information in the personnel file complies with [FIPPA](#).
- 4.3 If the FIPPA Coordinator determines that any information or records must not or should not be disclosed in response to a request, then the request may be treated as a formal request made under FIPPA and processed as a FIPPA access request under this procedure.
- 4.4 The School District may require proof of identity from individuals requesting access to their own personal information.

[POLICY 2200 RECORDS AND INFORMATION MANAGEMENT](#)
[RETENTION SCHEDULE 2200](#)
[FORM 2200 RECORDS AND INFORMATION MANAGEMENT ACCESS REQUEST](#)

REFERENCES: [School Act](#), [FOIPPA](#)
ADOPTED: January 2021, October 11, 2022



DISTRICT PRACTICE 2200
RECORDS AND INFORMATION
MANAGEMENT

5. PROCESSING OF ACCESS REQUESTS UNDER FIPPA

- 5.1 Staff who receive requests for access to records under [FIPPA](#) will promptly refer the request or requestor to the FIPPA Coordinator (each access request).
- 5.2 FIPPA permits verbal requests for access to records to be made in special circumstances, such as where there are language or other barriers to making a written request. In such cases, the FIPPA Coordinator will record the verbal request in writing and confirm it with the Applicant.
- 5.3 Authority to respond to access requests is vested in the Superintendent or their designate, who is the “head” of the School District for the purposes of [section 77 of FIPPA](#). The Superintendent may delegate some or all of their powers for the release of records under FIPPA by written permission.
- 5.4 The Superintendent and their delegate will consult, where appropriate, with the responsible department or school prior to the release of records responsive to a request.
- 5.5 It is the responsibility of the Superintendent and their designate to provide responses to access requests to the requestor.
- 5.6 Employees of the School District are expected to provide reasonable and timely cooperation to the School District if requested to assist in searching for records responsive to an access request or to consult on the release of records.
- 5.7 Where required to respond to an access request, the School District may conduct searches of electronic records where such records are maintained on the School District’s systems or servers. Accordingly, employees wishing to avoid any inadvertent intrusions, should not retain private, or non-work-related documents, or communications on the School District’s systems or servers.

[POLICY 2200 RECORDS AND INFORMATION MANAGEMENT](#)
[RETENTION SCHEDULE 2200](#)
[FORM 2200 RECORDS AND INFORMATION MANAGEMENT ACCESS REQUEST](#)

REFERENCES: [School Act](#), [FOIPPA](#)
ADOPTED: January 2021, October 11, 2022



DISTRICT PRACTICE 2200
RECORDS AND INFORMATION
MANAGEMENT

- 5.8 Email communications are not to be stored in the email system as this is not an accepted storage platform for records management. Attachments or communications which are required to be maintained shall be saved according to the records management classification system/retentions schedule in the appropriate format (i.e., PDF, hard copy or electronically saving the email) and on the appropriate platform. Email communications, which includes inbox, deleted emails and saved folders will be automatically deleted from employees email account in accordance with the District Practice 2200.
- 5.9 The FIPPA applies to all records within the custody or control of the School District, and the School District has an obligation to assist those requesting access to records under the [FIPPA](#). Accordingly, employees may not destroy or delete records that may be responsive to an existing access request, nor should employees seek to use personal email accounts or devices to conduct School District business or carry out employment functions.
- 5.10 The School District may require proof of identity from individuals requesting access to their own personal information.
- 5.11 The School District reserves the right to charge fees for processing access requests but will do so, only as permitted and in accordance with the requirements of [FIPPA](#).

[POLICY 2200 RECORDS AND INFORMATION MANAGEMENT](#)
[RETENTION SCHEDULE 2200](#)
[FORM 2200 RECORDS AND INFORMATION MANAGEMENT ACCESS REQUEST](#)

REFERENCES: [School Act](#), [FOIPPA](#)
ADOPTED: January 2021, October 11, 2022