

EDMONTON PUBLIC SCHOOLS

May 8, 2007

TO: Board of Trustees

FROM: E. Schmidt, Superintendent of Schools

SUBJECT: Records Appropriately Managed Program (RAMP)

ORIGINATOR: R. MacNeil, Executive Director

RESOURCE

STAFF: Lea Beeken, Mike Falk, Heath Ferguson, Maryann Hammermeister
Anne Sherwood

INFORMATION

In June 2006, the board approved a policy, CN.BP: Managing District Information that confirmed the following points:

- the district's ownership and responsibility for its records
- the district's accountability for effective and efficient use of all its resources including information, in carrying out its mandated responsibilities
- the public's right to know and have access to the records held by the district as a publicly funded and accountable body
- the district's obligation to protect individual privacy

The purpose of this report is to apprise the board of the steps being taken to implement the board's policy and to establish an administrative structure that will support this work into the future. Through the development and approval of an administrative regulation (CN.AR), the creation of a separate DU (District Records and FOIP Management) and the assignment of resources to support the district in this work, the Records Appropriately Managed Program (RAMP) will:

- provide leadership and direction to the district in meeting these responsibilities
- provide schools and decision units with tools to efficiently manage information assets and respond effectively to external obligations with minimal time and effort
- enable the district to meet its obligations under FOIP and other provincial regulations
- make the most efficient use of district resources
- create an environment and the infrastructure to manage information into the future
- assist district staff with FOIP requests and privacy issues as they arise

Current Initiatives:

District Records and FOIP Management set four initiatives to complete in the 2006-2007 school year, to begin the work of RAMP.

1. A regulation would be developed which outlines the responsibilities of the decision unit and the requirements of an effective records management program. This regulation, CN.AR: Creation, Use and Maintenance of District Information, was developed and was adopted by the district in December 2007. (See Appendix II)
2. All decision units and schools would have at least one staff member receive training in FOIP: Protection of Privacy. This initial training of staff occurred in February and March, 2007.
3. A Retention schedule would be developed for all records that are held at district schools. The school retention schedule will be submitted to the superintendent for approval in June 2007.
4. An electronic document management system would be selected for piloting with a specific decision unit, in preparation for district wide deployment. Funding for this initiative has been secured, and work is underway to document the program specifications and begin to search for software solutions.

Initiatives for RAMP in 2007-2008:

1. All paper records in the district will be inventoried and all district records will be addressed in a retention schedule. The disposition of all paper records will be determined according to the retention schedule.
2. An electronic document management system will be piloted by at least one decision unit.
3. Preparations will be made to establish a central records storage facility for the 2008-2009 school year.
4. District staff who create and use records will be trained in appropriate records management procedures.

Strategies to educate and engage all district staff include:

- A monthly newsletter about district records and student records
- A FOIP coordinators distribution list
- A internal website (<http://districtrecords/>) for current issues and best practices
- Special activities such as the Great Cake Bake-Off
- Small group in-services, with interactive activities

The legislative and legal landscape with respect to record creation and retention has changed considerably with an increased emphasis on district-level accountability and reporting to the province, the advent of the Freedom of Information and Protection of Privacy Act (FOIP), and increased legal challenges. A seamless records management program will ensure efficient day to day operations, and protect the interests of the district now and in the future.

APPENDIX I: CN.BP - Managing District Information

APPENDIX II: CN.AR - Creation, Use and Maintenance of District Information

APPENDIX III: RAMP Page Volume I

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Edmonton Public Schools

Board Policies and Regulations

CODE: CN.BP
TOPIC: Managing District Information

EFFECTIVE DATE: 13-06-2006
ISSUE DATE: 23-06-2006
REVIEW DATE: 06-2011

All records created in the service of Edmonton Public Schools, regardless of form or creator, are the property of Edmonton Public Schools.

A. The Board believes that:

1. district records are a vital district resource that must be managed effectively and efficiently;
2. staff should have access to the information necessary for them to carry out their work;
3. the district is responsible for documenting the activities and results for which the district is accountable;
4. parents, staff, students and the public have the right of access to records held by the district except where district or legislated requirements prevent.

B. The board expects that district records management practices and processes shall ensure:

1. open and accountable reporting to the public;
2. district records are maintained in a legally defensible manner;
3. accountability for managing and maintaining information is clear and well-defined;
4. information is managed through its entire life cycle from collection, record creation or receipt to final disposition through archival preservation or destruction;
5. the privacy of individuals is protected at all times during collection, use and disclosure of information;
6. the security, integrity and accuracy of information used and reported.

Reference(s):

CN,AR - Creation, Use and Maintenance of District Information

Freedom of Information and Protection of Privacy Act

School Act

[Policies](#) -> [Table of Contents](#) -> [Students](#)

Edmonton Public Schools

Board Policies and Regulations

CODE: CN.AR

TOPIC: Creation, Use and Maintenance of
District Information

EFFECTIVE DATE: 12-12-2006

ISSUE DATE: 15-12-2006

REVIEW DATE: 12-2011

Edmonton Public Schools believes in managing information as a strategic district resource and to this end is guided by provincial legislation and international record standards.

A. DEFINITIONS

1. Records

"Record" means a piece of information in any form and includes notes, images, audiovisual recordings, x-rays, books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produces records.

2. Significant Records

Significant records, regardless of physical form, created or received by the board or an agent of the board, are those which document:

- a. results of significant daily activities that support the mission and objectives of the district;
- b. advice and recommendations made to management and the decisions and the rationale for those decisions and actions taken or not taken as a result, along with supporting documentation;
- c. problems encountered in business operations and the steps taken to resolve the problems;
- d. interactions with the public, students, parents, stakeholders, consultants, vendors, business partners, and other school jurisdictions; verbal communications such as meetings, telephone calls and face-to-face discussions where significant actions or decisions have occurred;
- e. legal agreements of any kind, including contracts, along with supporting documentation;

- f. policy, business planning, performance measurement and budget activities, with supporting documentation;
- g. work done for the district by consultants and other external resources; and actions and decisions where payments are made or received, funds committed, services delivered or obligations incurred.
- h. the history of the district; the changes in its organization, departments, staff and programs; facilities and sites; policies, procedures; and relationships with external agencies, including printed documents; provincial government documents which affect the operation of Edmonton Public Schools; curriculum material, and individual school records such as yearbooks and photographs.

3. Essential Records

Essential records are those records which an organization requires to operate, records which must be retrievable after a disaster using the Disaster Recovery Plan. (see B. 8)

4. Transitory Records

Transitory records are those which have no enduring value to the district, no legal requirement for retention and have fulfilled their purpose. Types of transitory records include:

- a. a duplicate: an exact copy of a document filed in an official file system;
- b. a document without any enduring value: information useful only for a brief period of time;
- c. advertising materials: anything that offers a product or service for the district to purchase;
- d. blank information media: materials whose purpose is to hold information (e.g., blank forms, blank compact disks)
- e. draft documents and working materials; preliminary versions of intermediate documents, calculations and notes used in the preparation of final versions; and
- f. external publications: books, magazines, pamphlets, software documentation.

5. Life Cycle of a Record

- a. Active Records - records that are used on a frequent basis and for which the action, service, transaction, project is not complete. These records are stored on site and access to them is immediate.

- b. Semi-Active Records - records for which the action, service, transaction or project is complete and which are required to be accessible for follow up, evaluation, audit, or legal requirements during a possible dispute. These records are not immediately accessible and may be stored at a centralized district records storage facility.
- c. Closed Records - records that have met all organizational and legal requirements. Records at this stage are either destroyed or transferred to the custody and control of Archives and Museum.

6. Personal Information

- a. Under the *Freedom of Information and Protection of Privacy Act*, "personal information" means recorded information about an identifiable individual, including:
 - b. the individual's name, home or business address or home or business telephone number,
 - c. the individual's race, national or ethnic origin, colour or religious or political beliefs or associations,
 - d. the individual's age, sex, marital status or family status,
 - e. an identifying number, symbol or other particular assigned to the individual,
 - f. the individual's fingerprints, other biometric information, blood type, genetic information or inheritable characteristics,
 - g. information about the individual's health and health care history, including information about a physical or mental disability,
 - h. information about the individual's educational, financial, employment or criminal history, including criminal records where a pardon has been given, anyone else's opinions about the individual, and
 - i. the individual's personal views or opinions, except if they are about someone else.

7. Employee

Employee includes a person who performs a service for the district as a staff member, appointee, volunteer or student or under a contract or agency relationship with the district.

B. DISTRICT RECORDS

- 1. The management of all district records requires a number of initiatives as are

listed in this section. These initiatives will be under the direction of District Records and FOIP Management. The District Records and FOIP program shall be a strategically developed program in which all components must support each other to achieve the goal of effectively managing information assets.

2. District Technology shall review all significant acquisitions of information management technologies to ensure the existing infrastructure can support the technology and new technologies fit within the overall architecture of the district for software that affects multiple users and/or department-level applications. District Technology shall review how technology may effect the district's compliance with external requirements (e.g., the Freedom of Information and Protection of Privacy Act) in consultation with District Records and FOIP Management.

3. Consistent Classification Scheme

A consistent methodology for organizing records called a classification scheme shall be developed and maintained by District Records and FOIP Management in collaboration with decision units. Decision unit administrators shall ensure the implementation of the district classification scheme. All staff will file significant records according to the classification scheme.

4. Records Retention Schedule

- a. District Records and FOIP Management shall ensure the retention periods for records:
 - i. meet legislated requirements;
 - ii. support business operations and educational decisions;
 - iii. provide evidence of educational programs, business transactions or the history of the district;
 - iv. facilitate service delivery; and
 - v. support the district's ability to respond to ongoing litigation.
- b. The records retention schedule shall document:
 - i. criteria to determine when a record can be closed;
 - ii. concurrent activities that may override the retention schedule, such as litigation or an historically significant event;
 - iii. specific storage requirements and migration strategies to facilitate long term retrieval of information;
 - iv. identification of essential records and the applicable recovery

practices;

- v. those records which will have archival or research value;
- vi. those records which contain personally identifiable information;
- vii. the length of time records must be stored on-site and off-site;
- viii. opinions from legal, technology, District Records and FOIP Management, and finance;
- ix. security procedures; and
- x. disposal instructions.

c. The records retention schedule shall be approved by the Superintendent.

5. Responsibility for Records

Central service decision unit administrators and principals, in their role as Record Managers and FOIP Coordinators, shall implement the retention schedule by:

- a. maintaining the continuity of records essential to the conduct of business in their area of responsibility;
- b. controlling access to all district records in their area of responsibility;
- c. maintaining an inventory of the district records in their area of responsibility;
- d. arranging for the safe storage of the district's records in their area of responsibility, for the period of time prescribed in district records retention schedule;
- e. consulting with Legal Counsel, District Records and FOIP Management or Archives and Museums regarding exceptions to the retention schedule; and
- f. employing appropriate transfer and disposal procedures.

6. Access Provisions for Semi-Active and Archival Records

- a. Records that are semi active may be stored in a centralized district records storage facility. Central service decision unit administrators and principals remain responsible for the records until final disposition. Records that are in storage shall be available for reference with the authorization of the responsible decision unit administrator or the District Records and FOIP Management Manager. Retrieval services shall be

provided to staff.

- b. District Records and FOIP Management shall be responsible for the management of centralized records storage facility.
- c. Archives and Museum shall be responsible for the management of district archives.
- d. Archives and Museum may grant access to records containing personal information if:
 - i. the research proposal meets district criteria for acceptable research practices in accordance with JQ.AR - Research Projects
 - ii. the research proposal is of educational benefit or significance to the district; and
 - iii. the disclosure otherwise conforms to the requirements of Section 42 of the *Freedom of Information and Protection of Privacy Act*

7. Forms Management

Decision unit administrators and principals shall be responsible to ensure all forms collecting personal information meet published district standards. A central repository for all district form templates shall be maintained by District Records and FOIP Management. Communications and District Records and FOIP Management shall jointly develop and publish standards for content and appearance of all district forms. Records and FOIP Management will offer advice and assistance on appropriate collection of personal information.

8. Disaster Recovery

District Records and FOIP Management shall be responsible for the development and maintenance of a methodology for defining, identifying, and protecting essential records. Decision unit administrators and custodial business units shall be responsible for ensuring protective measures are in place.

9. Information Security

- a. District Records and FOIP Management shall develop and maintain a consistent set of categories for the classification of information based on sensitivities and disclosure risks. Categories shall specify criteria and appropriate security measures to protect the information.
- b. Record and FOIP Coordinators shall ensure that security arrangements are in place for information under their custody and control in keeping with district standards.
- c. District Technology shall provide advice and assistance to principals and

decision unit administrators with respect to appropriate electronic security measures.

10. Management of Contracts

When a principal or decision unit administrator enters into a contract agreement with another individual or organization, they are placing obligations on the district. A contract is defined as any legally binding agreement, written or verbal, between the district and another individual or organization. Purchasing and Contract Services provides assistance regarding vendor contracts in accordance with DJA.AR - Expenditure of Public Funds. General Counsel shall create and maintain a standards document to assist principals and decision unit administrators in protecting district interests for other contracts. Before entering into negotiations that will result in a contract, principals and decision unit administrators should consult the standards document. Contracts obligating the district to release or exchange personal information shall meet district standards.

C. COLLECTING, RECEIVING AND CREATING PERSONALLY IDENTIFIABLE INFORMATION

1. Collection of Personal Information

- a. Personal information shall be collected only if it relates directly toward and is necessary for an operating program or activity of the district and the district has the authority to collect the information.

2. Processes for Collection of Information

- a. Employees must take appropriate steps to ensure personal information is accurate. When collecting personal information staff shall inform the individual as to why the information is being collected, how long the information will be retained and who they can contact for clarification.
- b. Programs and practices to ensure the district meets its legislated requirements shall be developed and implemented as defined in this section.

3. Protection of Privacy

- a. all personally identifiable information shall be managed to ensure individual privacy is maintained. District Records and FOIP Management shall develop and publish standards and best practices. Decision unit administrators shall be responsible to meet the prescribed guidelines and standards for all personally identifiable information in their area of responsibility.
- b. all personally identifiable information shall be collected and disclosed on the basis of delivering a service or program. All staff information sharing shall be limited to only what is needed in order to complete a task. All

personal information is sensitive; therefore privacy shall be protected during the collection, storage, use, sharing and transmission of personally identifiable information by all staff.

D. ACCESS TO INFORMATION

The right of access is the cornerstone of openness and accountability of public bodies. The *Freedom of Information and Protection of Privacy Act* is in addition to and does not replace existing procedures for the public to obtain access to information from the district. A request for information under the *Freedom of Information and Protection of Privacy Act* is a costly undertaking for the district and wherever possible, requests for information should be accommodated outside of the *Freedom of Information and Protection of Privacy Act*, but in keeping with the access and privacy provisions of the *Freedom of Information and Protection of Privacy Act*.

1. Right of Access

- a. The public has the right of access to records held by public bodies, subject to narrow and specific exceptions.
- b. An individual's right of access to their own information is significant and any exceptions to access should be interpreted with a view to giving an individual as much access as possible to their own personal information.
- c. Any disclosure of personal information must be in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*.

2. FOIP Requests

- a. A request for information under the *Freedom of Information and Protection of Privacy Act* must be made in writing and sent to the attention of the District Records and FOIP Manager. The request may be made by completing a Right of Access Information Form or by writing a letter requesting specific records and referencing the *Freedom of Information and Protection of Privacy Act*.
- b. Employees must not reveal the identity of a FOIP applicant in any communication, formal or informal, with any other individual unless the other individual requires the identity to search for responsive records.

3. In the Public Interest

All decisions related to an information disclosure in the public interest must be approved by the FOIP Head and, or the Superintendent of Schools.

E. ROLES AND RESPONSIBILITIES

Each employee is responsible for properly handling and protecting information in

their custody and control. Descriptions of various roles throughout the organization are detailed below; each employee will find themselves described in one or more of the roles.

1. The FOIP Head shall be responsible for:
 - a. ensuring that the district complies with the provisions of the Freedom of Information and Protection of Privacy Act
 - b. all decisions made under the Freedom of Information and Protection of Privacy Act
 - c. reporting as required to the Ministry responsible for the Freedom of Information and Protection of Privacy Act on the operation of the Act

2. The District Records and FOIP Manager shall be responsible for:
 - a. developing, implementing and maintaining a district records management program
 - b. providing advice and assistance to employees in understanding and applying the legislated requirements related to access of information and protection of privacy
 - c. providing training programs on access to information and protection of privacy and coordinating participation in FOIP courses offered by the Government of Alberta
 - d. advising staff on information that can be released as a routine disclosure or only under a FOIP request
 - e. managing the FOIP request process for the district
 - i. assisting applicants
 - ii. assigning requests
 - iii. monitoring and tracking the processing of requests
 - iv. meeting time limits and notification requirements
 - v. considering representations from third parties
 - vi. calculating fee estimates and collecting fees
 - f. setting up practices and procedures to ensure that privacy protection measures are implemented and carried out
 - g. coordinating any negotiations, mediations, inquiries, investigations, and

audits with the Office of the Information and Privacy Commissioner (OIPC)

- h. ensuring staff are aware of other *Acts* and regulations that restrict the disclosure of information
- i. coordinating the development and maintenance of a directory of records and establishing a list of Personal Information Banks
- j. providing training for all staff for managing and handling information specific to their responsibilities

3. Records and FOIP Coordinators

The following positions shall be designated Records and FOIP Coordinators:

- a. Principals
 - b. Decision Unit Managers/Administrators
 - c. District Records and FOIP Manager (district level)
4. The district has two large records collections containing personally identifiable information. Each collection is identified below with a designated Records and FOIP Coordinator.

- a. Student Records - Director, Student Information
- b. Personnel Records - Director, Personnel Support Services

5. Records and FOIP Coordinators shall be responsible for:

- a. implementing district policies, regulations, and procedures to manage records under their custody and control;
- b. setting up practices and procedures to ensure that the management and security of records in the custody and control of their decision unit or school meets district and legislated requirements related to access to information and protection of privacy;
- c. ensuring staff follow appropriate practices and facilitating training opportunities;
- d. identifying and providing access to information that can be released as a routine disclosure or outside of a FOIP Request;
- e. assisting the District Records and FOIP Manager in responding to a FOIP request.

6. All employees shall be responsible for:
- a. documenting, creating and organizing district information in the course of their work in a way that is objective and professional;
 - b. following district record management procedures and respecting the principles of access to information and protection of personal privacy in an open accountability organization;
 - c. protecting all information while in their custody and control, ensuring the risk of unauthorized disclosure of personal or other confidential information is minimized;
 - d. making sure they have authority to collect personal information they request;
 - e. ensuring personal information is used in a way that is consistent with the original purpose of collection;
 - f. sharing personal information only with individuals or organizations that have the right of access or the consent of the individual about whom the information applies;
 - g. exercising their judgment in refusing to confirm the existence or nonexistence of a record if it is believed that an applicant's knowledge that a record exists or not may pose a danger to an individual or would be an unreasonable invasion of their privacy;
 - h. assisting individuals in accessing information in accordance with district procedures;
 - i. taking reasonable steps to verify accuracy of information used to make decisions affecting individuals.

Reference(s):

CN.BP - Managing District Information
DJA.AR - Expenditure of Public Funds
JQ.AR - Research Projects

Freedom of Information and Protection of Privacy Act
Government of Alberta Freedom of Information and Protection of Privacy Website
Right of Access Information Form



DISTRICT RECORDS AND FOIP MANAGEMENT

RAMPAGE

VOLUME 1, ISSUE 1

4 ISSUES ANNUALLY

EARLY SPRING, 2007

CN.AR IN EFFECT—WHAT DOES IT MEAN FOR ME?

Creation, Use and Maintenance of District Information, or CN.AR, was passed by the Superintendent in December 2006. This lengthy (and we do mean lengthy—11 pages) regulation outlines the work and initiatives required to make the district compliant with provincial and federal law, and with international standards.

Because Records Management is not a familiar topic for most of us, the regulation begins with definitions of records of various types, (see Heath's definition of a record later in the newsletter), the life cycle of a record, personal information and employee.

Then things get interesting... (At least, if you're a records geek!) Many DUs in the district must work together to manage our records—Finance, Legal, Personnel to name a few, but the key ally in this work is District Technology.

Why?

Because almost all of our work-related records are digital, and managing them requires digital solutions.

District Records and FOIP Management is directed by CN.AR to develop a retention schedule (happily, we've already developed the first draft!), to establish and maintain a centralized record storage facility, to manage forms throughout

the district, to identify essential records in the district so that they can be recovered in the event of a disaster, to ensure personal information is protected, to train all district staff in the areas of protection of privacy and right of access to information and to respond to FOIP requests.

Initiatives for 2006-2007 include:

- Training in protection of privacy for district staff,
- Development of a retention schedule, and
- Piloting of a Document Management system being developed by District Technology for student records.

Stay tuned!

SPECIAL POINTS OF INTEREST:

- *CN.AR is passed*
- *NASA loses original moon landing film*
- *What is a record?*
- *Duel at high noon*
- *Protection of Privacy Inservices*

NASA LOSES ORIGINAL MOON LANDING FILM

The original tapes of Neil Armstrong's first steps on the moon have been lost in NASA's huge archives at the Goddard Space Flight Center in Maryland. These magnetic tapes contain the original Apollo 11 television broadcast which was far sharper than the blurry

transmission relayed to televisions around the world in July 1969. The original magnetic tapes will disintegrate soon, and the analogue equipment that can copy them is defunct.

Why were the tapes lost? NASA filed them away, and

as personnel retired the location of the tapes was forgotten.

This unfortunate situation highlights the importance of records management and archives in recording our history.

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WHAT MAKES
YOU
YOU?

PERSONAL INFORMATION: WHAT IS IT?

The two figures to the left are not identifiable humans—no facial features, no finger prints (not even any arms!).

Personal information is recorded information about an identifiable person.

Anything about you is sensitive information, and is never be released without appropriate authorization.

For example your: name, phone number, race, religion, age, gender, marital status,

educational history, employment history, Alberta Health Care number, SIN number must all be protected.

Even your opinions, if recorded, are considered your personal information—with one exception. If you write down your opinion about someone else—it becomes that person's personal information. That is why we must always be careful about recording our opinions of others. In this case, use profes-

sional language, because people have a right to see your recorded opinion about them.

EPS collects personal information about students so that we can provide educational programming. We must be aware of our responsibility to protect this personal information. For more details on personal information, see CN.AR or the District Records website.

GOING ON A RAMPAGE

MY PRINCIPAL
WANTS TO
KNOW IF SHE
GETS A CUT?

Thanks to Marjorie Carter, Assistant Principal at Oliver School, for suggesting the name "RAMPage" for our District Records newsletter. As advertised, we will be sending an elaborate and expensive prize to Marjorie to thank her for her creativity. However, in an e-mail, Marjorie comments: "My principal wants to know if I win a prize and if she gets a cut." I can only state that I'm shocked that any district principal would

stoop to this. Shame on you! Marjorie will share if she feels like it!

We would also like to congratulate Brenda Stayko, a secretary in Student Services at Victoria School, for her winning suggestion: "For the Record" for our Student Records Newsletter. Brenda is also receiving an elaborate and expensive prize, but she doesn't have to share it with her principal. The sister newsletters

RAMPage and For the Record will be published and distributed throughout the year as we have news or can make up news.

Thanks to all who participated, especially Jesse Rose, a grade one student at Avonmore who has named our Student Record mascot—the **Sonic Snail**. He also will receive a prize, but he may have to share with his mom—Gina Rose admin assistant at Avonmore School.

BEST PRACTICES FOR PROTECTING PRIVACY

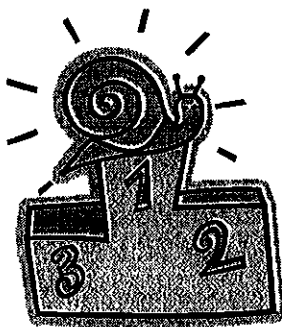
At EPS, our staff is aware of the importance of privacy and protecting the personal information of our students, parents and staff. Below are the do's and don'ts of collecting personal information.

- Collect and use personal information only when necessary to perform your duties;
- Don't collect information "just in case" or "it's nice to have";

- Disclose personal information only when authorized;
- * verify who is asking, in person or on the phone;
- * *Neither confirm or deny until you have verified their right of access!*
- Ensure fax numbers and e-mail addresses are correct;
- Ensure personal information is kept secure and confidential;
- Use passwords/encryption to protect electronic records;

- Don't put personal information on a portable information device (blackberries, laptops, memory sticks, etc). If you must, it *must* be password protected *and encrypted*.
- When disposing of documents that contain personal information -- shred.

Need more info? Check out the website <http://districtrecords/> or call Maryann at 429-8357.



DUEL AT HIGH NOON

It started with an innocent comment. Heath idly mentioned that he made "a pretty good chocolate cake." Lea responded with a comment that indicated that she made "pretty good cake, too."

Maryann, stirring the pot, wondered "whose cake would rule supreme?" if these two titans of the baking world had a show down.

The battle lines drawn, Heath and Lea agreed to a bake off to raise money for the Edmonton Schools Lunch Program at inner city schools.

Everyone is invited on April 13 to drop by the Centre for Education at 3:00 to have some cake and coffee and to cast your vote for the best cake. A donation of \$3 will give you a slice of homemade cake and the satisfying feeling

of supporting a worthy program. The program has recently expanded to provide hot lunches for junior high students at one inner city school. The cake making winner will be determined on your votes, and will be announced in the next newsletter.

The loser will graciously acknowledge the victory and demand a re-match!



WHOSE CAKE RULES SUPREME?

WHAT IS A RECORD, ANYWAY?

The definition of a record is "any document that is created by an employee of the organization that is created in any format (electronic, paper, print, song, etc.) that is used for any business process within the organization during a standard workday or while being paid by the organization belongs to the organization and is considered a record."

Whew, that was a pretty long statement, so what does it mean? Every organization has three types of records: Gen-

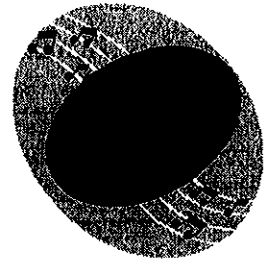
eral, Specific and Transitory.

General -- Any record that is created or received by the organization for administrative purposes but are generalized in nature and not related to a specific subject file. Examples of this could be the public brochures and pamphlets created by the District, another example would be Christmas cards or general correspondence addressed to occupant or administrator.

Specific records -- are any records that relate to a specific subject or issue

(financial, administrative, operational) -- like a student record.

Transitory -- is a record of limited use or is not required for the organization to meet its legislated obligations or support the business's administrative or operation functions. An example of this would be a notice for a retirement party. Once the party is over, one copy may be saved by the person retiring or the person who planned the party, but the rest could be destroyed.



THIS IS ALSO A RECORD!

STUDENT RECORD INSERVICES HELD IN MAY

The updated Guide to Student Records 2007-2008 will be available in April, and in-services on this guide will be run for support staff in May. Key issues addressed at these in-services will be the culling of HLATS, the plan for deal-

ing with suspension and expulsion information, changes to the definition of 'parent' under *The School Act* and the electronic student record.

"Last year's in-services were so wonderful", said Sandra Black, secretary at W.P.

Wagner School. "I'm really looking forward to this year's. I hope Inga bakes her ginger squares again!" More details on the in-services will be forthcoming in the next issues of For the Record.

I'M REALLY LOOKING FORWARD TO THESE INSERVICES!

DISTRICT RECORDS AND
FOIP MANAGEMENT
Edmonton Public Schools
Centre for Education

Phone: 780-429-8515 / 780-429-8357
Fax: 780-498-8758
Email: records.foip@epsb.ca

[HTTP://DISTRICTRECORDS/](http://DISTRICTRECORDS/)

I think animal testing is a terrible idea; they
get all nervous and give the wrong answers.

 EDMONTON PUBLIC SCHOOLS

RAMP

**Records
Appropriately
Managed
Project**

District Records and FOIP Management

Managing information assets intelligently.

Lea Beeken—DU Manager

Heath Ferguson—Records Management Consultant

Maryann Hammermeister Acting FOIP Consultant

Anne Sherwood—District FOIP Head

Catherine Luck—Archives

PROTECTION OF PRIVACY INSERVICES

**Question: can a
parent see the
notes about their
child that a
teacher has put
on School SIS?**

If you don't know the answer to this question, perhaps you or a member of your school leadership staff should come to the FOIP: Protection of Privacy in-services that will be held through February and March.

These free in-services are provided to leadership staff

and teachers throughout the district to help people understand the issues around protection of privacy, and to aid in making sense of FOIP in the educational sphere.

In-services will be held on the following dates:

Wed, Feb 21, 9:00 (CFE)

Thurs, Feb 22, 1:00 (CFE)

Fri, Feb 23, 1:00 (CFE)

Tues, Feb 27, 9:00 (CFE)

Wed, Feb 28, 9:00 (CFE)

Tues, Mar 6, 9 (Ross Shep)

Thurs, Mar 8, 1:00 (HA)

Fri, Mar 9, 9:00 (CFE)

Mon, Mar 12, 1:00 (KEA)

Tues, Mar 13, 9 and 1 (CFE)

Mon Mar 19, 9:00 (QE)

Call 429-8515 to book a spot— spaces are limited.

Bring your questions along!



From the A files:

Did you know that Edmonton Public Schools opened its very first school exactly 125 years ago? The 1881 (Edmonton) School (now known as the 1881 Schoolhouse) started classes on January 3, 1882. In attendance: 25 boys and three girls.