

EDMONTON PUBLIC SCHOOLS

October 27, 2009

TO: Board of Trustees

FROM: Trustee K. Shipka, Planning and Policy Committee Chair  
Trustee S. Huff, Planning and Policy Committee  
Trustee C. Ripley, Planning and Policy Committee

SUBJECT: Policy Review: JBG.BP – Retention of Records and Objects Moved to CN.BP - Managing District Information

ORIGINATOR D. Barrett, Assistant Superintendent

RESOURCE  
STAFF: Lea Beeken, Catherine Luck, Anne Sherwood

RECOMMENDATION

1. That revised Board Policy CN.BP – Managing District Information (Appendix I), which incorporates Board Policy JBG.BP – Retention of Records and Objects (Appendix II) retain its original review date of June 2011; and that the subsequent rescission of Board Policy JBG.BP – Retention of Records and Objects following final approval of revised Board Policy CN.BP – Managing District Information, be considered for the first time.
2. That revised Board Policy CN.BP – Managing District Information (Appendix I), which incorporates Board Policy JBG.BP – Retention of Records and Objects (Appendix II) retain its original review date of June 2011; and that the subsequent rescission of Board Policy JBG.BP – Retention of Records and Objects following final approval of revised Board Policy CN.BP – Managing District Information, be considered for the second time.

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Board Policy JBG.BP – Retention of Records and Objects (Appendix II) is intended to make known that the Board supports and encourages the collection and preservation of records and objects historically important to the District and that the District Archives and Museum should be the official repository of such records and objects. This policy was reviewed by resource staff and a recommended affirmation of the existing policy was posted on a web survey for public comment prior to being submitted to the Policy and Planning Committee. There were 45 respondents to the survey. None of the respondents on the web survey

indicated that clarification or additions to the policy were needed. Therefore it was recommended to the Planning and Policy Committee that the policy be affirmed.

While the Planning and Policy Committee agreed that the content of JBG.BP should be affirmed, it recommends that, in the interests of consolidating board policy with respect to district information assets, Board Policy JBG.BP be incorporated into existing Board Policy CN.BP – Managing District Information (Appendix I).

Current Board Policy CN.BP – Managing District Information was a new policy approved in June of 2006 and is not due for review until June of 2011. The Planning and Policy Committee recommended a minor wording change to strengthen CN.BP by emphasizing that district records are an asset of the district and support the District’s work in providing a quality education to each student to reach their maximum potential. The Planning and Policy Committee asked the administration to review CN.BP for any other changes that may be necessary and, if none, to bring a revised version incorporating this concept and JBG.BP – Retention of Records and Objects to public board for approval. Resource staff reviewed the content of existing policy CN.BP – Managing District Information and do not recommend any other changes. However, since CN.BP was a new policy in 2006, the administration recommends that it retain its original review date of June 2011 and that the policy undergo a complete review at that time.

CL:AS:as

APPENDIX I CN.BP – Managing District Information  
APPENDIX II JBG.BP – Retention of Records and Objects

# Edmonton Public Schools Board Policies and Regulations

CODE: CN.BP  
TOPIC: Managing District Information

EFFECTIVE DATE:  
ISSUE DATE:  
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. **Records are an asset and support the District's work in providing a quality education to each student to reach their maximum potential.**

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.

### **C. District Archives**

- 1. The board encourages the collection and preservation of records and objects which form the permanent record of the district's philosophy, policy, people, and performance.**
- 2. Edmonton Public Schools Archives and Museum shall be the official repository and custodian of such materials.**
- 3. The board believes that records and objects assist in the interpretation of history, and that these materials should be accessible to district staff, students, parents, and the general public, subject to any restrictions imposed by law or district policy and regulations.**

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Reference(s):

[\*Freedom of Information and Protection of Privacy Act  
School Act\*](#)

CN.AR – Creation, Use and Maintenance of District Information

DJ.BP – Purchasing

EDC.AR – Publication and Authorization for Use of District Owned Materials

IO.AR – Student Records

JQ.AR – Research Projects

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# Edmonton Public Schools Board Policies and Regulations

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CODE: JBG.BP

TOPIC: Retention of Records and Objects

EFFECTIVE DATE: 08-02-2000

ISSUE DATE: 10-02-2000

REVIEW DATE: 02-2005

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The board encourages the collection and preservation of records and objects which form the permanent record of the district's philosophy, policy, people, and performance. Edmonton Public Schools Archives and Museum shall be the official repository and custodian of such materials. The board believes that records and objects assist in the interpretation of history, and that these materials should be accessible to district staff, students, parents, and the general public, subject to any restrictions imposed by law, or district policy and regulations.

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Reference(s):

[CN.BP](#) - Managing District Information

[CN.AR](#) - Creation, Use and Maintenance of District Information

[DJ.BP](#) - Purchasing

[EDC.AR](#) - Publication and Authorization for Use of District Owned Materials

[IO.AR](#) - Student Records

[JQ.AR](#) - Research Projects

[School Act](#) Section 75

[Freedom of Information and Protection of Privacy Act](#)

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