 ***School Council***

**Records Management Policy**

**Objective**

The purpose of this policy is to ensure that records of the New Horizons School Council are transparent and accessible for a reasonable amount of time to the school community and that personal information is protected from access.

The policy sets out the appropriate management, use, and distribution of records related to the New Horizons School Council.

**Records**

For the purposes of this policy, a record shall be considered any documentation pertaining to decisions made by resolution at meetings of School Council. This includes the following:

***Minutes*** – The approved minutes of School Council, as well as any appended reports to School Council approved as part of the School Council meeting, shall constitute a record. This refers to both minutes from regular meetings of School Council, as well as minutes of Annual and Special General Meetings.

***Financial Documentation*** – Approved requests for funding and all associated receipts, as well as documentation pertaining to fund disbursement shall constitute a record.

***Correspondence*** – Correspondence sent to School Council, as well as any correspondence disseminated on behalf of School Council, shall constitute a record.

***Policies*** – Any policy adopted by resolution of School Council shall constitute a record.

***Bylaws*** – Any bylaw adopted by resolution of School Council shall constitute a record.

***Establishment Documentation*** – All documentation associated with the establishment of the New Horizons School Council, per the *School Councils Regulation*, shall constitute a record.

Draft documentation does not constitute a record. These materials shall be considered transitory in nature and should be destroyed once documentation is finalized and approved.

**Management of Records**

All records shall be maintained by the School Council Secretary.

From time to time, other executive positions will be responsible for records during a record’s lifecycle. For instance, School Council Treasurer will have custody of financial records until such time as they are submitted to School Council for consideration.

Similarly, School Council Chair may receive correspondence. In these cases, it is imperative that records be maintained in accordance with this policy and provided to the Secretary at the earliest convenience.

All records should be stored securely on the New Horizons School server. Physical records shall be transferred to electronic form, after which the physical record can be destroyed in accordance with this policy’s retention schedule.

**Accessing Records**

The following records shall be available to the public via the New Horizons School website:

***Minutes*** – Approved minutes for regular School Council meetings shall be available for one (1) year. Approved minutes from Special and Annual General Meetings shall be available for three (3) years. As above, minutes shall include any appended reports.

***Policies*** – Approved policies of the New Horizons School Council shall be available for as long as the policy is in effect.

***Bylaws*** – Approved bylaws governing New Horizons School Council shall be available for as long as the bylaw is in effect.

All other records may be requested by members of the New Horizons School Community.

Requests for records must be in writing to the School Council Secretary and must include a time frame for the required records, as well as specific details on the subject matter to assist with the search and retrieval of all associated records.

Records will be provided only in accordance with the records retention schedule forming part of this policy and all personal information shall be redacted, with the exception of School Council executive and attendees of any School Council meeting, prior to the record being distributed to the requestor.

**Retention Schedule**

The following schedule shall be maintained with respect to the following records:

| Record Type | Retention Period |
| --- | --- |
| **Minutes** | Minutes shall be maintained for a period of five (5) years.  |
| **Financial Documentation** | All financial documentation shall be maintained for a period of seven (7) years.  |
| **Correspondence** | Correspondence shall be maintained for one (1) year.  |
| **Policies**  | Policies shall be maintained until a decision of School Council renders the policy ineffective.  |
| **Bylaws** | Bylaws shall be maintained until a rescinding bylaw is made by resolution of School Council.  |
| **Establishment Documentation** | Records related to the New Horizons School Council establishment shall be maintained until the Council is suspended in accordance with the School Councils Regulation.  |

**Disposition of Records**

Physical records can be destroyed via the New Horizons School record disposal contract for off-site secure destruction once electronic records are developed.

Electronic records shall be deleted from the New Horizons School server following the approved retention period.