



Records and Information Management Policy – New Policy

To: Governance and Policy Committee

Date: 13 January, 2021

Report No.: 01-21-4005

Strategic Directions

- Transform Student Learning
- Provide Equity of Access to Learning Opportunities for All Students

Recommendation

It is recommended that the Records and Information Management Policy, as presented in this report, be approved.

Context

The proposed Records and Information Management Policy was developed in response to a Board decision based in part on the results of an audit conducted by PricewaterhouseCoopers (PWC), which recommended that the TDSB develop a records and information management policy to ensure effective, efficient and secure recordkeeping practices across the TDSB.

The Records and Information Management Policy (Appendix A) was prepared in accordance with the Policy Development Work Plan, which was considered by the Governance and Policy Committee on October 23, 2019 and subsequently approved by the Board of Trustees on October 30, 2019.

The Records and Information Management Policy will enhance compliance with applicable legislative, regulatory, and accountability requirements by establishing requirements for effective, efficient, and secure recorded information management at the TDSB; and protecting the authenticity, reliability, usability, and integrity of recorded information required for the delivery of Board programs and services.

Policy consultations with Board's community advisory committees, Student Senate, professional associations and unions (including Health Information Custodians) and the wider TDSB community were conducted from March 5, 2020 until December 31, 2020.

The feedback obtained through internal reviews and public consultations was reviewed and is reflected in the new Records and Information Management Policy.

The new Policy is being presented to the Committee for consideration and approval.

Action Plan and Associated Timeline

Subject to the Governance and Policy Committee's directions, the Policy will be presented to the Board of Trustees for consideration and final approval. Staff will align the Records and Information Management Procedure (R677) with the new Policy to support its implementation.

Resource Implications

No additional resources will be required for implementation of the Policy at this time.

Communications Considerations

Following Board approval, the Policy will be communicated to the system and posted on the Board's public website.

Board Policy and Procedure Reference(s)

- Freedom of Information and Protection of Privacy Policy (P094)
- Open Data Policy (P091)
- Records and Information Management Procedure (PR677)

Appendices

- Appendix A: Records and Information Management Policy

From

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