

Records and Information Management Policy

Governance and Policy Committee

January 13th, 2021





Records & Information Management Policy – Overview

- A Board decision related to record maintenance and security provided direction to establish policies and procedures in order to ensure effective, efficient and secure recordkeeping practices across the TDSB.
- The decision was based in part on the results of an external audit conducted by PricewaterhouseCoopers (PWC), which recommended that the TDSB develop a records and information management policy.
- The 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.
- The TDSB is the only School Board in Ontario without a Policy on Records and Information Management





Timeline

<i>Project Stage</i>	<i>Planned End Date</i>	<i>Status</i>
Initiate Request with Policy Team and assign policy coordinator	June 2019	100%
Prepare the Policy Report: - Work Plan; Draft Policy; Consultation with other policy owners i.e. Acceptable Use, FOI, Open Data Communication	August 2019	100%
Present to Executive Committee, Director's Council, including BOAT	Sept 2019	100%
Present to the Governance and Policy Committee	Oct 23, 2019	100%
Public Consultation - impacted by Covid-19	Mar-Dec 31 st , 2020	100%
Present to GPC for Feedback and Approval	Jan 13 th , 2021	Queued
Present to Board of Trustees for Approval	TBD	Queued





Implementation Plan

- Following Board approval, the new Policy will be communicated through:
- Posting of the new Policy on the TDSB website through the Policy Coordinator
- Sharing with staff through the System Leaders' Bulletin
 - Informing departments at staff meetings and channeling information to the school principals through respective superintendents
 - Implementation of a broad communication plan for internal and external audiences, include summary of policy provisions and expected outcomes
- Conducting information/training sessions to TDSB staff affected by the Policy
- Training and support mechanism such as Key to Learn, online training video, FAQs, guidelines and a general mailbox (RIM@tdsb.on.ca)
- It will be each business area and department's responsibility to incorporate the procedure, schedules and guidelines into their own business processes and workflows

