



PR719, Digital File Storage: Revised Procedure

To: Governance and Policy Committee

Date: 27 October, 2021

Report No.: 10-21-4178

Strategic Directions

- Provide Equity of Access to Learning Opportunities for All Students
- Allocate Human and Financial Resources Strategically to Support Student Needs

Recommendation

It is recommended that the revised Storage Quota Procedure, now renamed to Digital File Storage Procedure (PR719) (the “Procedure”), as presented in this report, be received for information.

Context

The Storage Quota Procedure was adopted on February 7, 2017 and has not been reviewed since adoption. The Procedure supports the implementation of the Acceptable Use of Information Technology Resources Policy (P088).

Staff initiated a review of the Procedure to reflect updated IT resources and to ensure alignment with the Acceptable Use of Information Technology Resources Policy (P088) and a newly developed Records and Information Management Policy (P097), which was adopted by the Board on February 3, 2021. As part of the review, the Procedure is being renamed to the Digital File Storage Procedure (PR719).

The Procedure (see Appendices A and B) outlines the Board’s various digital storage options and capacities, and explains TDSB staff’s usage, adherence and enforcement responsibilities.

The revised Procedure was approved by Executive Council on September 28, 2021 and is presented to the Committee for information.

Action Plan and Associated Timeline

Subject to the Governance and Policy Committee's receipt, the Procedure will be provided to the Board of Trustees on November 10, 2021 for information.

Resource Implications

The Procedure will be implemented within existing budget framework.

Communications Considerations

The revised Digital File Storage Procedure (PR719) will be posted on the Board's internal and external website and communicated through the System Leaders' Bulletin.

Board Policy and Procedure Reference(s)

- Acceptable Use of Information Technology Resources (P088)
- Code of On-line Conduct (PR571)
- Freedom of Information and Protection of Privacy (P094)
- Records and Information Management (P097)

Appendices

- Appendix A: Digital File Storage Procedure (PR719) – Revised Clean
- Appendix B: Digital File Storage Procedure (PR719) – Revised Tracked Changes

From

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