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**Board Governance Policy Cross Reference:** [1, 9, 14, 15](#)

**Administrative Procedures Cross Reference:**

[Pupil Files](#)

**Form Cross Reference:**

[Pledge of Confidentiality](#)

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**Legal/Regulatory Reference:**

[Government Records Procedure GRO 1](#)

[Government Records Procedure GRO 2](#)

[Guidelines on the Retention and Disposition of School Division/District Records \(Manitoba Education\)](#)

[Manitoba Regulation 468/88](#) – Sections 10, 29 (3) (Education Administration Miscellaneous Provisions Regulation)

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

[The Manitoba Pupil File Guidelines](#) (Manitoba Education)

[The Personal Health Information Act](#)

[The Public Schools Act](#), Sections 42.1 – 42.6, 58.6, 58.9(2)

[Youth Criminal Justice Act \(Canada\)](#)

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The Interlake School Division (ISD) must collect, use and disclose, retain, and dispose of a wide variety of information in order to carry out its responsibilities. The information includes, but is not limited to, student records (which include [Pupil Files](#)) and Division administrative, fiscal, and personnel records. All such information is the property of the ISD. The ISD will not collect information beyond that required to carry out its activities.

The Interlake School Divisions (ISD) has important responsibilities in records management and information access and privacy. [The Freedom of Information and Protection of Privacy Act](#) and The

[Personal Health Information Act](#) makes it imperative that the Division has formal records management procedures for all categories of records which they maintain.

The retention and disposition of records will be according to the guidelines established by Manitoba Education in [Guidelines on the Retention and Disposition of School Division/District Records](#). The ISD will conduct its records management operation in accordance with the provisions of The Public Schools Act (PSA), The Education Administration Act (EAA), The Freedom of Information and Protection of Privacy Act (FIPPA), The Personal Health Information Act (PHIA) and the Youth Criminal Justice Act (YCJA).

The ISD recognizes the rights of staff, individual parents/guardians, students 18 years of age and older, and the public to have access to information and to have their personal privacy protected in accordance with the procedures of the ISD and the provisions of *FIPPA*, *PHIA*, the *PSA*, and *EAA*.

The destruction of records shall take place as soon as possible after the approved retention periods have lapsed, as an annual procedure, and under controlled and confidential conditions. A log shall be kept of all records destroyed.

These procedures govern the records management procedures to collect, use and disclose, retain, and dispose of ISD records.

## 1. Definitions

### a. Records

Records shall be defined as any type of recorded information or image created or received by any ISD employee in schools or administrative departments, regardless of physical form or characteristics. Records include, but are not restricted to, administrative files, personnel records, and student records (which include Pupil Files) in both paper and electronic formats, whether in draft or final form;

Electronic records are information created, recorded, stored and/or manipulated in any digital storage device

Only records designated for archives in the [Guidelines of the Retention and Disposition of School Division/District Records](#) will be accepted by the Archives of Manitoba.  
See the [Government Records Procedure GRO 1](#) and [Government Records Procedure GRO 2](#) for

- the individual's own personal views or opinions, except if they are about another person;
- the views or opinions expressed about the





All electronic records must be retained in a manner that n4(r)(9)n 54.9 reWoned in a manner th3p