

Adopted: 2016-01-12
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Policy EHB

ARCHIVES

This provides the general framework for the conservation, classification, use, and flow of records, data, and documents produced or received by the New Frontiers School Board (NFSB) and applies to all employees. It describes how to efficiently manage documents, in accordance with the applicable legislation and a sound records management framework. It aims to ensure uniform and efficient management of active, semi-active, and inactive documents within NFSB establishments by:

- Meeting legal requirements;
- Promoting a standardized document management system;
- Identifying stakeholders’ responsibilities;
- Eliminating the conservation of duplicate documents;
- Ensuring better protection of documents; and
- Providing a more efficient access to archived documents.

DEFINITIONS

Archives	The body of documents of all kinds, regardless of date, created or received by a person or body in meeting requirements or carrying on activities, preserved for their general information value" (R.S.Q., ch. A-21.1, art. 2).
Classification Plan	A plan or framework developed by the School Board to file and track different types of documents or files in a structured and logical order. An organizational guide will be created to provide further details on the framework.
Document Management	Organization and administration of the flow of operations related to administrative systems required for the treatment of documents (paper and electronic) from their creation or receipt to their destruction or storage.
Document	Correspondence, reports, studies, registers, publications produced by or for the school board to the exclusion of publications or reference materials for libraries.
Active Document	Document in current use for administrative or legal purposes (R.S.Q., ch. A- 21.1, art. 2) and usually stored in the user's office.
Semi-Active Document	Document in occasional use for administrative or legal purposes (R.S.Q., ch. A-21.1, art. 2); may be kept in the user's office or the archives centre may file this document on behalf of the user who can recall it at any time.
Inactive Document	Document no longer used for administrative or legal purposes (R.S.Q., ch. A-21.1, art. 2) but stored for its historical value.
Nominal Information	Data pertaining to a natural person and used to identify this person. Confidential data of a public nature are not considered as nominative data according to the Act respecting access to documents held by public bodies and the Protection of personal information (art. 57). The name of a natural person is not a nominative datum.
Retention Schedule	List adopted by the School Board and approved by <i>Bibliothèques et Archives nationales du Québec (BANQ)</i> “determining the periods of use and medium of retention of its active and semi-active documents and indicating which inactive documents are to be preserved permanently, and which are to be disposed of” (R.S.Q., ch. A-21.1, art. 7).

BASIC PRINCIPLES

- A. NFSB ensures the efficient management of its documents by:
 - a. Protecting nominal and confidential data;
 - b. Providing access to any information available and necessary to make a decision or to clarify an opinion;
 - c. Providing space and equipment for the filing of documents;
- B. Information obtained through any source is filed and used with due respect to the person, laws (such as the Copyright Act), and professional corporation standards.
- C. The security, integrity and confidentiality of information contained in files shall be guaranteed by the use of information security measures.
- D. Files are considered management resources in the same way as human, financial or building resources within the NFSB.

SAFEGUARDING OF RECORDS

- A. Measures of protection are taken to guarantee the backup, integrity, data permanency, and confidentiality of information.
- B. All confidential documents essential to the operations of the NFSB are to be identified and subjected to appropriate protection measures. The School Board must ensure the protection of personal data retained.
- C. In a technological environment, security of information is guaranteed by maintaining specific measures adapted to this environment.
- D. A backup copy of archived documents on digital medium is stored outside of the premises.
- E. In the event of a disaster, measures for the reconstruction of recorded essential information shall be planned to assure the continuity of NFSB's activities.

MANAGEMENT PRINCIPLES

- A. All documents contained in a School Board file shall be processed according to the approved retention schedule and consistent with that provided for by the BAnQ.
- B. Documents are identified in a way to facilitate their location and to respect the requirements of the *Act respecting access to documents held by public bodies* and the *Protection of personal information*.
- C. Inactive documents are to be disposed of by shredding.
- D. The management of any document shall take into account the cost associated with its creation or receipt, keeping, tracking and handling throughout its life cycle.

RIGHTS OF POSSESSION

- A. NFSB has all rights of possession over all documents under its control.
- B. NFSB is the owner of documents produced or obtained by its employees as part of their duties.
- C. When an employee ceases to work for the School Board, this employee must yield to the School Board all documents produced or obtained while on duty regardless of the medium.

STAKEHOLDERS' RESPONSIBILITIES

The School Board	<ul style="list-style-type: none"> • Allocates resources required for the effective and efficient application of the records management system.
The Council of Commissioners	<ul style="list-style-type: none"> • Adopts an Archives Policy and any amendments; • Adopts the School Board's Retention Schedule.
The Secretary General	<ul style="list-style-type: none"> • Oversees the operation of the Archives Department; • Ensures the respect of laws, regulations, policies, and organizational guides pertaining to document management; • Promotes this policy among the staff in order to emphasize the importance and advantages of sound records management; • Ensures the protection of documents containing confidential information and is responsible for managing any breaches; • Ensures that training sessions are scheduled periodically for the use of the document management system; • Establishes procedures to limit access to nominal and personal data contained in some files; • Approves the technology tools that enable management of electronic records; • Provides BAnQ with its retention schedule and any further amendments.
The person in charge of Archives	<ul style="list-style-type: none"> • Sets up the document management system retained by the School Board; • Ensures the security and protection of essential and confidential documents in the establishment; • Identifies and files documents in accordance with the Classification Plan, including the management of original documents; • Provides training sessions for staff on the use of the document management system; • Is responsible for the follow-up of the records management system: the classification, protection, keeping and disposal of documents in cooperation with the administrative units; • Oversees operations related to the accession, clerical operation, preservation, and dissemination of legal, permanent, and essential documents that recount NFSB's history; • Establishes procedures for the consultation and loan of documents; • Establishes and maintains technical and technological tools required for keeping and managing documents no matter the medium (physical, microfilm or electronic) in collaboration with the Systems & Information Technology Services department; • Establishes procedures for the disposal of documents.

The Systems & Information Technology Services Department	<ul style="list-style-type: none"> • Installs the electronic mediums required for the proper use of the document management database; • Ensures a backup copy of archived documents on digital medium is stored outside of the premises where servers are kept for this purpose; • Ensures the adherence to and application of security, confidentiality and access measures related to electronic information and implements appropriate measures accordingly.
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FILE REQUEST

An organizational guide will be created that outlines the process, forms, etc to be used when requesting a file, including the difference between a current employee or student, vs a former employee or student.

MOVEMENT OF FILES

An organizational guide will be created that outlines the process, forms, etc to be used when:

- A. Transferring a file to the Archives Department from a school, centre or other department.
- B. Removing a file from the Archives Department, including a deadline for its return.

PROTECTION & CONFIDENTIALITY OF INFORMATION

Personnel having access must respect the confidential nature of the data contained within any file. The flow of information contained in the file is limited strictly to the personnel having access to the file or personnel whose functions require access to this information.

BREACH OF CONFIDENTIALITY

Any breach of confidentiality must be reported by the employee to their supervisor:

- A. The supervisor will complete the form "Potential Violation of a Security Regulation" (Annex I) and file it with the Secretary General;
- B. The Secretary General will determine if a breach has occurred, and what, if any, sanctions will apply.

*End.
Annex I*



**Policies EF & EHB
 Annex I**

Potential Violation of a Security Regulation

This form is to be used to record a real or presumed violation of our security regulations. It is related to Policy EF “Information Security and Privacy” and Policy EHB “Archives” (Breach of Confidentiality, A.). Once completed by the supervisor, it is to be forwarded to the Secretary General.

Date of Act/Issue	Date of Act/Issue becoming known

DESCRIPTION OF ACT/ISSUE

DID THE ACT/ISSUE INVOLVE PERSONAL INFORMATION?
No _____ Yes _____

MEASURES TAKEN SINCE ACT/ISSUE

OTHER COMMENTS

NAMES & SIGNATURES			
Name		Name	
Signature		Signature	
Employee	Date	Supervisor	Date