

132 OFFICIAL / TRANSITORY / INACTIVE RECORDS MANAGEMENT

Belief

The Maskwacis Education Schools Commission (MESC) follows cultural and traditional teachings of the Maskwacis Cree, in particular Wahkohtowin. Wahkohtowin is the belief that all things are related and connected, that all of existence has spirit and that living in a good way requires us to maintain good relationships with each other and other aspects of existence. We recognize that respect for mother earth, elders, youth, and the Treaties are paramount to planning ahead and making decisions for future generations.

Records and documents created by employees are important assets, which belong to the Commission. Each employee has an obligation to properly document what they do by creating accurate and complete records of all Commission transactions.

Guidelines

1. Not all records created or received need to be managed as official business records. Some records may have no value to Commission operations or may be required for only a short period of time and for reference purposes only. Other records may be deemed obsolete once superseded by an update version.
2. The determination of official or transitory records applies to both electronic and paper documents.
3. A record is information created, received and maintained to meet legal obligations or to provide evidence of the transaction of business.
4. An Official Record is information created, received and maintained that meets the following criteria:
 - 4.1. Information required to maintain business operations
 - 4.2. Information that provides evidence of business transactions
 - 4.3. Information that provides evidence of compliance with legal and accountability obligations
 - 4.4. Information that has future business, legal or archival value to the Commission
5. A Transitory Record is information created, received and maintained that meets the following criteria:
 - 5.1. Information of short-term value – includes personal messages and announcements unrelated to the conduct of Commission business (i.e. telephone messages, meeting notices and newsletters)

- 5.2. Duplicate documents – includes documents used for reference only; the master record is filed elsewhere. This includes published and public records.
- 5.3. Draft documents and working materials – once a master record has been produced and saved into the records management system, draft/working materials shall be deleted (i.e. calculations, rough notes, editing notes and research materials).
6. The method used to dispose of transitory paper documents is dependent on whether or not they contain sensitive information. Non-confidential transitory paper records may be recycled, whereas confidential transitory paper documents must be disposed of through a secure process and shredded.
7. Employees shall routinely delete transitory electronic records.
8. An inactive record is a record no longer needed to conduct current business but needs to be preserved until it meets the end of its retention period.
9. Inactive records shall be stored in the Commission's electronic records management system.
10. Inactive student and financial records that have not been digitized shall be stored in the Commission's files.

Reference:

Personal Information Protection Act

Student Record Regulation Alta. Reg. 225/2006

[Administrative Procedure 130](#) Responsible Use of Technology

[Administrative Procedure 131](#) Records Management

[Administrative Procedure 133](#) Email Management