

POLICY

SUBJECT: Records and Information Management

Records and information management is the systematic control of all records regardless of media, from their creation to their final disposition.

It is the policy of the Lambton Kent District School Board to provide for the management of all recorded information, ensuring economy and efficiency in the creation, maintenance, retrieval, storage, and disposal of records.

Implementation Date: April 25, 2000
Revised: September 23, 2001, June 24, 2003
Reviewed: November 8, 2011

Reference: Policy, Records Retention Schedule