



REGULATIONS

SUBJECT: Records and Information Management

1. All records regardless of media will be retained according to the Lambton Kent District School Board Records Schedule.
2. All records must be reviewed regularly for disposition in accordance with the Board's Records Retention Schedule.
3. All staff are responsible for managing records and information within their assigned School/Department according to the Board's Records Retention Schedule.
4. Third party access to records or information requiring a password will be allowed with the authorization of a Supervisory Officer or designate.
5. All personal information shall be transmitted with adequate safeguards to protect privacy.

Implementation Date: April 25, 2000
Revised: September 23, 2001, June 24, 2003
Reference: Policy, Records Retention Schedule