

## **POLICY DA – Records Management**

**A Records Management Program is essential to manage and control records and information. The Board's records must be maintained using the ASBA Records Management Guideline Manual and in adherence to appropriate legislation.**

### **PURPOSE**

To provide guidelines for management of records.

### **REFERENCES**

**Cross References:** links to

*ASBA RM Guidelines Manual*

*Procedures Manual Records Management*

**Legal Reference:**

[Education Act](#)

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

**BM #:** 248-98; 20160526.1010; 20191128.1009

**Next Review:** 2022/2023