

PEACE WAPITI PUBLIC SCHOOL DIVISION NO. 76

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

School Act

Procedures Manual [Records Management](#)

Legal Reference: FOIP

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