



# GUIDELINES

- *Manitoba Pupil File Guidelines (2004)*
- *Guidelines on the Retention and Disposition of School Division/District Records (2002)*



# GUIDELINES

## *Manitoba Pupil File Guidelines (2004)*

### Overview

*Manitoba Pupil File Guidelines* assists school boards in carrying out their duties and responsibilities respecting student information.

A pupil file includes the entire collection or repository of information and documentation relating to the education of a student that has been compiled or obtained by school or school division staff, stored in written, photographic, electronic, or any other form, and held in a school, school board office, or any other location under the jurisdiction of the school board. Practically speaking, a pupil file can potentially consist of one or more of three components comprising cumulative student information, pupil support information, and youth criminal justice information.

Under subsection 42.1 of The Public Schools Act, every school board of a school division is required to establish written procedures, consistent with the regulations under the act and with other legislation, for the collection, retrieval, and use of information respecting pupils.

Written procedures or policies respecting pupil files should include, but are not limited to, the following:

- a protocol for the routing of access requests specific to pupil files, with consideration given to internal and external requests for information
- a means of recording, in the cumulative file component of the pupil file, the location of all other information (i.e., resource, counseling, clinical) about a pupil that is held by the school division
- provision for the security of the personal information contained in the pupil file during the period of use and the period of retention and storage, and for the secure destruction of personal information
- procedures for file transfer to another school in the school division or to another school division or jurisdiction
- a means of ensuring that multiple sources of information media (i.e., paper, micro-recordings, electronically stored data, audiotapes, videotapes, et cetera) are cross-referenced with the cumulative file portion of the pupil file



### For Further Information

*Manitoba Pupil File Guidelines* is available online at:  
[www.edu.gov.mb.ca/k12/docs/policy/mbpupil/mbpupil.pdf](http://www.edu.gov.mb.ca/k12/docs/policy/mbpupil/mbpupil.pdf)

Manitoba Education, Citizenship and Youth  
Education Administration Services Branch  
Phone: 204-945-6899  
Toll-Free in Manitoba: 1-800-282-8069 (extension 6899)



### Further Information in This Handbook

For further information regarding the principal's responsibility to transfer a pupil file, see:

#### **Regulations**

Education Administration Miscellaneous Provisions Regulation, amendment  
(Regulation 156/2005), page 65

#### **Policies and Protocols**

*Guidelines for Early Childhood Transition to School for Children with Special Needs* (2002),  
page 105

*Manitoba Transition Planning Process Support Guidelines for Students with Special Needs  
Reaching Age 16* (Spring 1999), page 106

*Guidelines for School Registration of Students in Care of Child Welfare Agencies* (2002),  
page 109

#### **Guidelines**

*Guidelines on the Retention and Disposition of School Division/District Records* (2002),  
page 117

## GUIDELINES

### *Guidelines on the Retention and Disposition of School Division/District Records (2002)*

#### Overview

Manitoba school divisions are responsible for the records and information in their custody and control. School divisions need to formulate policies and develop procedures to control, protect, and systematically dispose of records in their offices and schools. They should also be able to provide access to their records in a timely manner, in accordance with regulations.

A senior person in a school division should be responsible for the implementation of the records management policy, including developing appropriate procedures.

The senior person should appoint a records manager who will be responsible for ensuring that the procedures are followed by all school division staff.

The records manager should

- ensure that records are disposed of in accordance with the retention periods and disposition actions in the records schedule
- maintain control logs showing the disposition of all records
- establish procedures for transferring permanent records to the designated archives
- notify school division staff of the records management procedures and assist them in arranging for the orderly retention and disposition of records

There are a number of statutes and regulations that school divisions, their officers, and staff must comply with when dealing with records and when establishing policies and procedures for handling files. These include The Public Schools Act, The Education Administration Miscellaneous Provisions Regulation, The Freedom of Information and Protection of Privacy Act (FIPPA), The Personal Health Information Act (PHIA), and the Youth Criminal Justice Act (YCJA).

*Guidelines on the Retention and Disposition of School Division/District Records* is designed to work in conjunction with the *Manitoba Pupil File Guidelines* to assist school divisions with the formulation of the “pupil files” portion of their records management policy.



#### For Further Information

*Guidelines on the Retention and Disposition of School Division/District Records* is available online at:

[www.edu.gov.mb.ca/k12/docs/policy/retention/index.html](http://www.edu.gov.mb.ca/k12/docs/policy/retention/index.html)

*Manitoba Pupil File Guidelines* is available online at:

[www.edu.gov.mb.ca/k12/docs/policy/mbpupil/mbpupil.pdf](http://www.edu.gov.mb.ca/k12/docs/policy/mbpupil/mbpupil.pdf)

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## Further Information in This Handbook

### **Provincial Legislation**

The Freedom of Information and Protection of Privacy Act (FIPPA), page 27

The Personal Health Information Act (PHIA), page 31

### **Guidelines**

*Manitoba Pupil File Guidelines*, page 115