

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section BUSINESS AND TRANSPORTATION

Policy Name RECORDS INFORMATION MANAGEMENT 310

Board Approved: February 25, 2025
September 29, 2020

Review Prior To: December 2030

POLICY

It is the policy of the Superior-Greenstone District School Board to maintain a comprehensive

are important sources of administrative, fiscal, legal, evidential, and historical information; they must be accessible and available for current and future needs.

GUIDELINES

- 1.1 The Superintendent of Business is responsible for ensuring Records Information Management System training is provided. Supervisory Officers and Principals shall ensure that their staff are adequately trained regarding Records Information Management System pr