

Project Overview:

WHY?

At various meetings of the School Jurisdiction FOIP Coordinators and ASBOA events, there were discussion about the benefits of working together to update records retention schedules. A Work Group was created to develop a model retention schedule that all Alberta school jurisdictions could use with the premise that we all have the same basic records and operate under the same legislation.

WHO?

Our Work Group has a cross-section of the province’s jurisdictions, representing urban, rural and rurban; small to large; public, separate and charter; and north, south and central jurisdictions. Members hail from either ASBOA* or the FOIP school jurisdiction groups and bring a cross section of expertise from Records Managers that deal with records on a day-to-day basis and Secretary Treasurers that oversee information management as a part of their portfolio. Use the hyperlinked email to contact any member with your questions.

| Member | Title | School Jurisdiction |
|-----------------------------------|--|--------------------------------------|
| Darcy Marks | Records Manager | Aspen View (Athabasca) |
| Fatima Parvez | (Acting) Supervisor, Corporate Records | Calgary Board of Education |
| Gina Fowler* | Assistant to the CFO | Edmonton Catholic |
| Lea Beeken | Supervisor, District Records and FOIP | Edmonton Public |
| Reta Morgan* | Secretary Treasurer | Foundations for the Future (Calgary) |
| Mike Gramotovich* | Secretary-Treasurer | Northern Gateway (Whitecourt) |
| Theresa Maggs | Admin Assistant | Peace River |
| JoAnn Vanstone* | Corporate Secretary | Peace Wapiti (Grande Prairie) |
| Grant Widdup* | Assistant Secretary Treasurer | Pembina Hills (Barrhead) |
| Margie Miller | Records Management Coordinator | Rocky View (Airdrie) |
| Denice Monaghan | Records/SIS Manager | Wetaskiwin |
| Shirley Barton | Executive Assistant | Wetaskiwin |

WHERE?

The final product will be housed on the [ASBOA](#) web site so any school jurisdiction can access it. Additional Resources are available on the Information Management Toolkit google web site

HOW?

The Work Group used resources from Privacy and Information Management ([PIM](#)) Taskforce that developed tools, including a model retention schedule, for all Ontario school boards. The Work Group also leveraged the work of Calgary Board of Education. CBE had already adapted the PIM model to reflect Alberta’s legislation by having a File Law Review completed by Western IM, and information management consulting company that is a recognised leader in the records and information management industry. Being able to leverage the work of PIM and CBE was monumental in helping our Work Group’s efforts proceed. THANK YOU PIM AND CBE!

In addition the Citation Information List was reviewed by Stuart Rennie, Lawyer and Records Management Consultant.

WHAT?

The resources will NOT be an out-of-the-box solution to all your records management issues. While school jurisdictions share the same basic records, legislations and work, each jurisdiction is unique and will need to customize the resources to meet their own culture.