

<p style="text-align: center;">STRAIT REGIONAL SCHOOL BOARD <i>Excellence in Lifelong Learning</i></p> <p style="text-align: center;"><i>POLICIES AND GUIDELINES</i></p>	BOARD GOVERNANCE II-B-4									
	Operation and Conduct ROUTINE ACCESS TO BOARD RECORDS									
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ROUTINE ACCESS TO BOARD RECORDS

POLICY STATEMENT

In accordance with Article 62 (2) of *The Education Act*, the records of the Strait Regional School Board are open to the inspection of any person without fee at all reasonable times.

The Strait Regional School Board, as a “public body” within the meaning of the *Freedom of Information and Protection of Privacy Act (FOIPOP)*, is subject to the provisions of that Act insofar as they are applicable in respect of collection, disclosure, use, retention and security of information, including personal information.

The objective of this Policy is to improve public accessibility to designated records not released through active dissemination. Records obtained through this Policy will not require application under the *Freedom of Information and Protection of Privacy Act (FOIPOP)*. Requests made through this policy shall not unduly interfere with the day-to-day operations of the Strait Regional School Board.

The policy shall be applied in a manner which respects an individual’s right to privacy.

The policy reflects the spirit of openness and accountability of the Strait Regional School Board.

In the enforcement of this policy, the Strait Regional School Board must adhere to relevant legislation, including but not limited to, the *Education Act and Regulations Under the Act (Consolidated September 2002)*, the *Freedom of Information and Protection of Privacy (FOIPOP) Act*, collective agreements, and other applicable Board policies.

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DEFINITIONS

Routine Access is the routine or automatic release, in full or in part, of certain types of administrative and operational records as a matter of course to a request without the need for a formal application for records under the *FOIPOP Act*.

Active Dissemination is the periodic or proactive release of information or records in the absence of a request using mechanisms such as the Internet, libraries, etc.

FOIPOP Access is the release of a record in response to a formal FOIPOP application made under the *Freedom of Information and Protection of Privacy Act*.

The Board's **record** includes official Minutes of Board and Committee Meetings and attachments thereto, audited financial statements, policies, summaries of statistical and enrolment data, and such other documentation as may be compiled in a format appropriate for public inspection or distribution from time to time. The Board's record also includes a record as described in the *Freedom of Information and Protection of Privacy Act*. [clause 3(1)(k)]

The **public record** of the Strait Regional School Board **does not include**:

- minutes and associated records of any in-camera board or committee meeting or proceeding;
- any documents pertaining to the purchase, sale, lease and security of property;
- any documents pertaining to matters under negotiation including collective bargaining discussions and discussions related to salaries and terms of employment of employees;
- any discussions leading to the awarding of contracts;
- personnel records and student records;
- any documents pertaining to litigation affecting the Board, legal opinions and matters that are subject to solicitor-client privilege;

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- such other matters which may be authorized by statute or by-law to be held in the absence of the public.

Board Secretary refers to the Executive Assistant to the Superintendent of Schools

1. PROTOCOL FOR ROUTINE ACCESS TO BOARD RECORDS

- 1.1 Requests to inspect or to obtain copies of Board records shall be in writing to the attention of the Board Secretary at the Regional Office and will be received by mail or facsimile. The request must identify the specific item which the writer wishes to access, with sufficient description to facilitate locating the record within the Board's system. The Board Secretary will consult with the Superintendent of Schools, the FOIPOP Administrator and/or the Director of the appropriate department to determine,
- whether the record being sought is appropriate for public viewing or release;
 - whether the record exists in a format that can readily and cost-effectively be prepared for viewing or release;
 - whether the record can be released under the Board's practices as established under the Education Act;
 - whether the request must be made by the applicant under the *Freedom of Information and Protection of Privacy Act*.
- 1.2 If it is determined that the request for access to the record must be dealt with through the *Freedom of Information and Protection of Privacy Act*, the FOIPOP Administrator will advise the applicant of the processes to be followed.
- 1.3 If it is determined that the *Freedom of Information and Protection of Privacy Act* is not applicable, the request will be processed as expeditiously as possible. Ordinarily, the record will be made available within 30 days of receipt of the request.
- 1.3.1 If the request is for a record which has not already been compiled, or if sources outside of the Regional Office must be consulted before the record can be made available, the Board may extend the time for fulfilling the request and notify the applicant accordingly.

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1.4 The Board Secretary will maintain a log of the requests made under this Policy.

2. ACCOUNTABILITY

The Superintendent of Schools shall be accountable for the implementation of this policy.

3. COMPLIANCE

The Superintendent of Schools shall be responsible for ensuring the compliance of this policy.

4. EVALUATION

The Routine Access Protocol established under this policy shall be evaluated on an annual basis by the Board's FOIPOP Administrator. If the Administrator determines revisions are required, a request for a policy update will be made to the Board's Policy Ad Hoc Committee.

5. INQUIRIES

All inquiries related to this policy shall be directed to:

FOIPOP Administrator
 Strait Regional School Board
 16 Cemetery Road
 Port Hastings, NS B9A 1K6
 Telephone: 625-7065
 Fax: 625-2281
 Email: srsb@strait.ednet.ns.ca

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6. DISTRIBUTION OF BOARD AND COMMITTEE MINUTES

6.1 Official minutes of Board meetings will be available for viewing,

- at the Regional Office of the Strait Regional School Board;
- at the office of all schools under the Board's jurisdiction;
- on the Board's official web page.

6.1.1 Attachments to official minutes of regular and special meetings will ordinarily be retained with Board records under the care and control of the Board Secretary. Requests for copies of attachments to official minutes will be assessed on an individual basis.

6.2 Requests for copies of approved minutes of Board and committee meetings may be made to the Board Secretary.

6.2.1 Representatives of the media in attendance at Board meetings shall be provided with a copy of Working Committee minutes.

7. FEES FOR THE PREPARATION AND COPYING OF BOARD RECORDS

The Strait Regional School Board reserves the right to charge fees to cover labour and materials associated with locating, retrieving, producing, shipping and handling board records.

The Board shall be guided in the setting of fees by the provisions of the *Freedom of Information and Protection of Privacy Act* and *Regulations* thereto.

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