



**Date:** September 27, 2023 **Agenda Item:** 7.3

**To:** Board of Trustees

**From:** Shawna Warren, Superintendent

**Originator(s):** Ruth Kuik, Acting Associate Superintendent, Corporate Services

**Governance Policy:** [Policy 225 Board Responsibility and Conduct](#)

**Additional Reference:** [AP520 - Student Records Management](#)  
[AP300 - Security of Personal and Division Information](#)  
Education Act  
Freedom of Information and Protection of Privacy Act

**Assurance Domain:** Governance

**Superintendent Leadership Quality Standard (SLQS)**

SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):

- Building Effective Relationships
- Visionary Leadership
- School Division Operations and Resources
- Supporting Effective Governance

**Subject:** **Digitization of Files**

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**Purpose:**

For information.

**Background:**

The Freedom of Information and Protection of Privacy Act controls the manner in which a public body may collect personal information from individuals, controls the use that a public body may make of that information and controls the disclosure by a public body of that information. The Division has a responsibility to protect the privacy of individuals by appropriately securing confidential personal information.

Sturgeon Public School Division issued a Request for Proposals (RFP) for a Records Management and Digitization System. The RFP was issued on April 20, 2023.

The scope of the work involved is to provide an assessment of the Division’s current records system, and based upon this assessment, bring forward a recommendation for an efficient records management and digitization system. The successful vendor would conduct a gap analysis to establish the Division’s existing documents and record management capabilities. This includes identifying gaps between the Division’s existing records management

practices and identifying best practices in order to achieve appropriate record keeping compliance.

The selection committee reviewed seven submissions and the contract was awarded to Ricoh Canada. Presently the assessment project is active with a completion date of November 2023.

Administration is prepared to respond to questions at the September 27, 2023, Public Board meeting.

**Attachment(s):**

Not applicable.