

RECORDS MANAGEMENT AND RETENTION

Background

A records management program will be maintained to provide control over the quality and quantity of information produced by the district, from its creation until its disposal, for legal, fiscal and historical purposes. Property custody, storage and disposal of records shall comply with statutory requirements.

Federal and provincial statutes require varying retention periods for different financial and related records.

Procedures

1. Records must be dealt with in a responsible, efficient, ethical, and legal manner. All district employees are expected to maintain and secure records in a manner that respects the privacy of employees, students and students' families.
2. The district shall maintain a records retention schedule (operational procedure 144 - appendix) which specifies the length of time that important documents used in the school system shall be retained.
3. Retention periods shall be determined on the basis of legal requirements; usefulness for operational, historical or statistical purposes; and storage minimization.
4. Electronic images must be kept in an electronically readable format as per federal and provincial statutes.
5. Once a record is past the applicable retention period and is not the subject matter of litigation, the school principal or the department supervisor responsible for the record is authorized to destroy the record, if they are satisfied that the record is of no further use and that it has no historical or archival value.
6. It is the responsibility of the secretary-treasurer to obtain any approvals for destruction of records related to provincial and federal acts (Taxation, Excise, and Employment Insurance).
7. Records which contain personal or confidential information should be destroyed in a manner that retains the confidentiality of the records.

Reference: Sections 22, 23, 65, 85 School Act
Document Disposal Act
Freedom of Information and Protection of Privacy Act

Records Retention Schedule

1.	Student Records	Required Retention Period
	Permanent Student Records	The permanent student record and either the two (2) most recent years of student progress reports or an official copy of the transcript of grades must be maintained for 55 years after the student withdraws or graduates from school. These files are kept at the last school the student attended. If the school has subsequently closed, the files are to be stored at the school board office.
	Student Files (Contents of the White Folder Beyond the Permanent Student Record *see above)	If a student withdraws, and the student file is not requested by the student's new school, the original student file is kept at the last district school the student attended. As noted above, the permanent student record and either the two (2) most recent years of student progress reports or an official copy of the transcript of grades must be maintained for 55 years after the student withdraws or graduates from school. The remaining contents of the student file must be kept until the student reaches the age of 22 years. These files are kept at the last district school the student attended.
	School Level Confidential Files (Contents of the Purple and Blue Folders)	The school level (purple and blue) folders are to be sent to School District 72 Learning Support Services. Learning Support Services amalgamates the contents of the purple and blue folders with the red file.
	Student Services Confidential File (Red Folder)	The red folder remains at School District 72 Learning Support Services until the student reaches the age of 35 years. This is in accordance with the OT Record Practice Standards.
	Student FIPPA/Personal Information Consent Form (SD72 Form 143-1)	All positive Student FIPPA/Personal Information Consent forms and any negative consent forms where consent was changed from positive to negative mid-year must be maintained for 55 years after the student withdraws or graduates from school.
	Field Trip Consent Forms	Current year plus one additional year providing no SPP incident report has been filed. If a report has been filed for a student injured on the trip, consent forms must be retained until the student

		reaches the age of twenty-three (23) years. In this case, the consent form should be attached to the SPP incident report.
2.	Financial Records	Required Retention Period
	Accounts Payable and Receivable	6 years
	Annual Budget and Supporting Documents	Indefinite
	Auditor's Report	Indefinite
	Bank Statements	6 years
	Cancelled Notes	6 years
	Cancelled Cheques	6 years
	Cheque Duplicates	2 years
	Deposit Books	6 years
	Debenture and Bylaw Register	Indefinite
	Debenture and Coupons Redeemed Resolution (required prior to destruction)	3 years after audit
	Financial and Statistical Statement	Indefinite
	Ledgers, Synoptics, Subsidiary Ledgers, Journals	Indefinite
	Loans – (authorization of)	1 year or term of loan
	Purchase Orders and Invoices	7 years
	Quotations and Relative Correspondence	1 year
	Receipts issued	6 years
	Stop Orders	1 year
3.	Personnel/Payroll Records	Required Retention Period
	All records and data relating to any employee (applications, appointments, TD1, etc. – any records)	Indefinite
	Applications and Job Competitions	1 year after position filled
	Complaints or Investigations of Personnel	Indefinite or as per personnel Collective Agreement
	Payroll Sheets	Indefinite
	Records of Payroll Remittances (garnishees, superannuation, Employment Insurance, Income Tax)	3 years
	Salary Agreements	Indefinite
	Time Cards	3 years
	TD-4 and Summary	3 years
	W.C.B. Claims	Indefinite
4.	Buildings and Property	Required Retention Period
	Appraisal and Inventory Records	Indefinite
	Authorization for Expenditures of Capital Funds	Indefinite
	Building Plans and Specifications (with related changes, guarantees, bonds, liens and valuable correspondence)	Indefinite
	Land Titles, Titles and Plans	Indefinite
	Mortgages and Leases	1 year after expiration of term
	Capital Expenditure Plans, OICs	10 years

	Rental or Lease of Facilities	5 years after year of rental
5.	General Administration	Required Retention Period
	Administrative Circulars	While in effect
	Complaints or Allegations with Possible Future Repercussions	5 years
	FIPPA Requests	3 years
	FIPPA Requests to Review Decisions	5 years after review or adjudication complete and order has been issued
	General Correspondence (not departmental)	2 years
	Insurance – Accident Reports	1 year or until finalized
	Insurance – Claims	Indefinite
	Insurance – Policies	While in effect
	Manual of the School Law and Regulations	While in effect
	Transportation Data	While Applicable
7.	Board Records	Required Retention Period
	Annual Report	Indefinite
	Board Policy	Indefinite
	Committee Reports	Indefinite
	Minutes	Indefinite
	Notice of Meeting and Agenda	5 years
	Oaths and Declaration of Trustees	For term of office
	Contracts with Senior Staff	6 years after employee leaves district
	Financial Disclosures	While in office or in the employ of the Board

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