

300: RETENTION AND DISPOSAL OF RECORDS (P)

Approved: 14 05 27

POLICY

The Board of Education acknowledges that records held by School District 70 will be retained while they are of use in the operation of the district and in compliance with pertinent federal and provincial legislation.

REGULATIONS

The principal of the school or the supervisor of the department responsible for the records is authorized to destroy the records in accordance with the following schedule. Records may be maintained beyond the scheduled time if the principal or supervisor believes that they have a further use or historical or archival value.

The following retention schedule outlines the minimum amount of time that School District 70 records must be retained.

BOARD RECORDS

Board Policy	Permanent
Agendas of Regular, In-camera and Special Board Meetings	Permanent
List of electors	2 years after the year of creation
Minutes	Permanent
Notice of meetings	1 year
Oaths and declaration of trustees	Selected Retention
School trustees list	While current
Debenture and bylaw register	Permanent
Debenture and coupons redeemed	6 years after year redeemed
Annual Report as required by the School Act	Permanent
District publications and newsletters	Selected Retention

INFORMATION AND PRIVACY

Freedom of Information requests	2 years after the calendar year of creation
Requests to review Freedom of Information decisions	5 years after investigation, review, inquiry or adjudication is complete and order has been issued
Freedom of Information requests to correct	2 years after the personal information

FINANCIAL RECORDS

Annual budget and summary supporting documents	Permanent
Auditor's reports	Permanent
Cancelled cheques	6 years after year of creation
Cheque duplicates, invoices, requisitions	6 years after year of creation
Purchase orders	6 years after year of creation
Employee travel claims	6 years after year of creation
Ministry of Education financial information reports	Permanent
General ledger	Permanent
Invoices billed	6 years after year of creation
Subsidiary ledgers and journals	6 years after year of creation
Receipts issued	6 years after year issued
Bank statements, debit and credit notes	6 years after year of creation
Deposit books	6 years after year of creation
Loans, authorization	6 years or term of loan, if longer
Loans, cancelled notes	6 years after year of creation
Stop payment orders	1 year after year of creation

FINANCIAL RECORDS

Rental of facilities	1 year after year of rental
Appraisal and inventory records	6 years after year of asset disposal
Authorization for expenditure of capital funds	6 years after year capital plan completed
Building plans and specifications (with related change, guarantees, bonds, liens and valuable correspondence)	6 years after year of asset disposal
Land titles, deeds and plans	Permanent
Leases	6 years after expiration of term

GENERAL RECORDS

General correspondence	2 years after year of creation
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HUMAN RESOURCE RECORDS

Applications	1 year after position is filled
Job Competitions	Selected Retention
Collective Agreements with unions	Permanent
Contracts with individual employees	20 years after the year employment ceases
Teacher-on-Call files	5 years after the year employee leaves district
Individual grievance files	Permanent
Letters of discipline	20 years after the year employment ceases
Personnel file	20 years after the year employment ceases
Seniority lists	Permanent
Unsolicited resumes	6 months

Violence incident reports	6 years after year of creation
INFORMATION SYSTEMS	
User ID's	When user is removed from the system
INSURANCE RECORDS	
Incident Reports	2 years or until finalized
Claims 6 years after claim settled for adults;	2 years after age of majority is reached for individuals under 19 years
Insurance policies	While current
PAYROLL RECORDS	
Employee payroll files	20 years after the year employee leaves district
Employee payroll register	20 years after the year employee leaves district
Employee attendance records	6 years after the year employment ceases
PURCHASING RECORDS	
Quotations and relative correspondence	6 years after year of creation
Purchasing contracts	6 years after year of creation
Requisitions and purchase orders	6 years after year of creation
STUDENT RECORDS	
Student Information Data	Permanent
Permanent Record Cards	55 years after graduation or withdrawal
Special Needs Files	until the student's 23 rd birthday
Attendance reports and registers	Permanent
Out-of-boundary attendance requests	2 years after decision is made
Provincial scholarships and district awards	Permanent
Transcript of Marks	Permanent
Teachers' student files	While current
TRANSPORTATION DATA	
Student bus registration forms	1 year after year of creation
Transportation assistance forms	1 year after year of creation
School bus behaviour report	1 year after year of creation
School bus video tapes	1 year after year of creation as needed
Vehicle maintenance forms	life of bus
Pre-trip forms	3 months
Driver time logs	6 months