

**SCHOOL DISTRICT NO. 78 (FRASER-CASCADE)**

**POLICY**

NO: 1050

DATE: 98-04-28

REVISED:

SUBJECT: **RETENTION AND DISPOSAL OF SCHOOL DISTRICT  
DOCUMENTS**

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The Board acknowledges that records held by School District No. 78 (Fraser-Cascade) will be retained while they are used in the operation of the district and that records will be destroyed at the completion of their useful life. Both retention and disposal of records will be done in compliance with pertinent Federal and Provincial legislation.

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**A. General Considerations**

1. The Principal of the School or the supervisor of the department responsible for the record is authorized to destroy the records in accordance with the following schedule.
2. Federal and Provincial Acts, e.g. U.I.C., W.C.B., Income Tax, Customs and Excise, etc., require that certain documents be retained for audit and other purposes. It should be understood, therefore, that where an Act specifies a period longer than that given in this appendix, the Act takes precedence. If there is any doubt as to what procedure is necessary, the appropriate authority should be contacted.
3. It is understood documents in the "indefinite" and other classifications may be microfilmed, provided written permission is received from the governing authority.
4. Documents not listed in this appendix and not required to be retained for periods specified by law should be considered for retention/disposal taking into account their future value for legal, historical or statistical purposes and availability of similar data elsewhere.

**Minimum Period of Retention**

The following retention schedule outlines the minimum amount of time that School District No. 78 (Fraser-Cascade) records must be retained.

**1. Board Records**

Board Policy	Indefinite
Board Minutes (Regular & Special)	Indefinite
Wages and Salary Agreements	Indefinite
Board Committee Reports	Indefinite
List of electors	Three years
General Election Notices	Three years
Oaths and Declarations	Specific term of office
Annual Report	Indefinite
District Publications	One year

**2. Financial**

Budgets (Ministry Submission)	Indefinite
Budget (Supporting Documents)	Six years

Financial Statements & Audit Reports	Indefinite
Financial Statements (Supporting Documents)	Six years
Debenture by-laws and register	Indefinite
Books of original entry (GL Summary)	Indefinite
Journal Entries, Monthly Reports & Subsidiary Ledgers	Three years
Payroll Journals & Reports	Six years or more
Accounts Payable and Receivable	Six years
Cancelled Cheques	Six years
Purchase Orders (Board Office copy)	Three years
Purchase Orders (School copy)	One year
Cash Receipts	Six Years
Bank Statements and related documents	Six Years
Debentures and related documents	Six Years
Payroll remittances	Six Years
Time-cards	Six Years

### 3. **Buildings and Property**

Appraisal and inventory records	Six years after disposal
Capital Expenditure Authorization	Indefinite
Rental Forms	One year
Plans, specifications and related documents	Indefinite
Titles and deeds	Indefinite
Borrowing authority e.g. Orders-in-Council	Indefinite
Leases	Indefinite

### 4. **General Administration**

Insurance claims	Indefinite
Violence Incident Reports	Six years
Miscellaneous reports e.g. W.C.B., Health, Fire Marshall, Boiler/Electrical inspections	Indefinite
General correspondence	Three years
Accident reports	One year
Annual statistical forms	One year
Department of Education circulars	Useful Life
Insurance policies	Useful Life

### 5. **Human Resource Records**

Personnel Files	Indefinite
Seniority Lists	Indefinite
Employment or Other Contracts	Six years

### 6. **Student Records**

Pupil Records	Indefinite
Attendance & School Registers	Indefinite

Permanent Record Cards	Indefinite
Teacher's Student Files	Useful Life
Other Student Records	Useful Life

**7. Transportation Data**

Bus Registration Forms	One Year
Transportation Assistance Forms	One Year
Bus Behaviour Reports	One Year
Bus Video Tapes	One Week or Useful Life