

**RETENTION AND DISPOSAL OF  
SCHOOL DISTRICT DOCUMENTS**

Adopted: 1998-04-28	Reviewed:	Amended: 2017-11-14
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SUBJECT: **RETENTION AND DISPOSAL OF SCHOOL DISTRICT DOCUMENTS**

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The Board of Education 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.

A record is “all recorded information regardless of physical format, which is received, created, deposited, or held by or in any local public body. Records include books, documents, maps, drawing, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include computer programs or any other mechanism that produces records” ([Freedom of Information and Protection of Privacy Legislation](#)).

Once records are past the applicable retention period, the Board, Superintendent of Schools / Secretary-Treasurer, the Principal of the school, or the Supervisor of the department responsible for the records is authorized to destroy them if he or she is satisfied that the records are of no further use and that they have no historical or archival value.

Records which contain personal or confidential information should be destroyed in a manner that retains the confidentiality of the records.

Administration is authorized to establish fees for the retrieval and reproduction of records retained in the District.



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**REGULATIONS**

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**A. General Considerations**

1. The Superintendent of Schools, the Secretary-Treasurer, 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. Employment Insurance, Work Safe, Canadian Revenue Agency, 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 these regulations, 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 digitally stored.
4. Documents not listed in these regulations 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. The Board may determine to keep records for longer than the minimum prescribed time.

**1. Board Records**

Board Policy and Bylaws	Indefinite
Board Minutes (Regular & Special)	Indefinite
Board and Committee Audio	Term of Office or 1 year whichever is greater
Wages and Salary Agreements	Indefinite
Board Committee Minutes	Indefinite
List of electors	Four years
General Election Notices	Four years
Oaths and Declarations	Specific term of office
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	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
Timesheets	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**

Whistleblower Report (Policy#6220)	Useful Life
Insurance claims	Indefinite
Surveillance Video	1 month
Violent Incident Reports	Six years
Miscellaneous reports e.g. Work Safe, Health, Fire Marshall, Boiler/Electrical inspections	Indefinite
General correspondence	Three years
Annual statistical forms	One year
Insurance policies	Useful Life
Contracts	Useful Life

**5. Human Resource Records**

Personnel Files	Indefinite
Seniority Lists	Indefinite
Employment or Other Contrats	Six years (after employment ceases)

Employee Work Safe forms	Six years (after employment ceases)
Reference Checks	One year (after the position is filled)

**6. Student Records**

Attendance & School Registers	Indefinite
Permanent Record Cards	55 Years past graduation
General Student File (G4)	Until student's 22 <sup>nd</sup> birthday
Teacher's Student Files	Useful Life
Accident Reports	10 years post graduation
Provincial Scholarships	Indefinite
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	Two Weeks

Related:

[Policy 7012 Student Records Procedures](#)