

Administrative Procedure 185

RETENTION AND DISPOSAL OF DOCUMENTS

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. Proper 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. The District shall maintain a schedule which specifies the length of time that important documents used in the school system shall be retained.
2. Retention periods shall be determined on the basis of:
 - 2.1 Legal requirements.
 - 2.2 Usefulness for operational, historical or statistical purposes.
 - 2.3 Storage minimization.

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

Administrative Procedure 185 – Appendix

SCHEDULE OF RETENTION PERIODS

1. Board Records

<u>Subject</u>	<u>Minimum Retention Period</u>
Annual Report	Indefinite
Board policy	Indefinite
Committee reports	Indefinite
Minutes	Indefinite
Notice of meeting and agenda	5 years
Oaths and declarations of trustees	For term of office

2. Financial Records

<u>Accounting: (Board Office)</u>	<u>Minimum Retention Period</u>
Accounts payable and receivable	6 years
Annual budget and supporting documents	Indefinite
Auditor's reports	Indefinite
Cancelled cheques	6 years
Cheque duplicates	2 years
Debenture and bylaw register	Indefinite
Debenture and coupons redeemed resolution (required prior to destruction)	3 years after audit
Financial and statistical statements	Indefinite
Ledgers, synoptics, subsidiary ledgers, journals	Indefinite
Purchase orders and invoices	7 years
Quotations and relative correspondence	1 year
Receipts issued	6 years

3. Banking

<u>Board Office and School</u>	<u>Minimum Retention Period</u>
Bank statements	6 years
Deposit books	6 years
Loans – authorization of cancelled notes	1 year or term of loan 6 years
Stop orders	1 year

4. Personnel/Payroll: (Board Office)

<u>Subject</u>	<u>Minimum Retention Period</u>
All records and data relating to any employee (application, appointment, 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, superann., UIC, Inc. Tax)	3 years
Salary agreements	Indefinite
Time cards	3 years
TD-4 and Summary	3 years
W.C.B. Claims	Indefinite

5. Buildings and Property: (Board Office)

<u>Subject</u>	<u>Minimum Retention Period</u>
Appraisal and inventory records	Indefinite
Authorization for expenditure of capital funds	Indefinite
building plans and specifications (with related changes, guarantees, bonds, liens and valuable correspondence)	Indefinite
Land titles, deeds and plans	Indefinite
Records of payroll remittances (garnishees, superann., UIC, Inc. Tax)	3 years
Mortgages and leases	1 year after expiration of term
Capital expenditure plans, OICs	10 years

6. General Administration: (Board Office)

<u>Subject</u>	<u>Minimum Retention Period</u>
Administrative circulars	While in effect
Complaints or allegations with possible future repercussions	5 years
FOIPOP requests	3 years
FOIPOP requests to review decisions	5 years after review or adjudication complete
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. School Records

Subject

Permanent student records

Other student records

Minimum Retention Period55 years from the date
the student withdraws or
graduates from school
Refer to Administrative
Procedure 320 –
Student Records

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