

# **RECORDS RETENTION AND DISPOSITION**

### **Background**

Any record in the custody of or under the control of the Division, including any record containing personal information, shall be maintained, retained and, where applicable, disposed of in a manner consistent with the Freedom of Information and Protection of Privacy Act and the provisions of the regulations to this administrative procedure.

The Assistant Superintendent, Corporate Services is responsible for administration of this administrative procedure.

### **Procedures**

1. All records in the custody or control of the Division, are to be maintained and stored effectively and efficiently with due regard for protection against unauthorized access.
2. Personnel records are to be stored in a secure manner and must be treated as confidential at all times. Specific information with respect to personnel records is contained in Administrative Procedure 401 – Personnel Records.
3. Student records are to be stored in a secure manner and must be treated as confidential at all times. Specific information with respect to student records is contained in Administrative Procedure 320 – Student Records.
4. The Division will maintain a schedule (Administrative Procedure 185 – Appendix Records Retention and Disposition Schedule) regarding the retention and disposition of records. The procedures outlined in this schedule will be complied with by all staff and cannot be adjusted without the specific approval of the Assistant Superintendent, Corporate Services.

Reference: Relevant Legislation & Guidelines

## Administrative Procedure 185 - Appendix Records Retention Schedule

### RECORDS RETENTION SCHEDULE

C-Current PERM-Permanent S/O-Superseded/Obsolete			
Item	Retention Period	Notes	Responsible Department
ACCIDENT REPORTS	7 YRS	Every accident must have an accident report documenting the event. Reports need to be retained for both employee and student accidents.	Corporate Services
ACCOMMODATIONS - Planning	7 YRS	Forecasts, proposals and studies for the long or short term space needs.	Corporate Services
ACCOUNTS	7 YRS	General administration of accounting systems and procedures, financial controls and coding. The control and operation of receivable accounts, records such as billings, vouchers, invoices, remittances, receipts, bad debts, charges for services or goods, current expenditure refunds. Payment Vouchers with backup, Invoices, Credit/Purchasing Cards, School Fees. Employee expense accounts or other payments made to employees. Correspondence and information relating to accounts payable.	Corporate Services
AGENDAS - Board	PERM	The agenda of any public meeting or Board Meeting	Board of Trustees
ASSETS	10 YRS	Records relating to the balance sheet, including fixed asset listings, depreciation details, asset transfer information, and details of extraordinary entries. Also includes all records regarding inventories of equipment.	Corporate Services
AUDITED FINANCIAL STATEMENTS	PERM	AFS after audit has been performed by an external company.	Corporate Services
AUDITS	7 YRS	Financial auditing methods, responsibilities, reports, statements, background documentation, recommendations resulting from audits.	Corporate Services
BANKING	7 YRS	Administration of banking methods and establishment of bank accounts, deposits, statements, reconciliation, currency rates and acquisition of currency. Cheque Registers, Cheques, Deposits & Reconciliations	Corporate Services

Item	Retention Period	Notes	Responsible Department
BUDGETS - Board Approved	PERM		Corporate Services
BUDGETS - Capital	PROJECT COMPLETION + 7 YRS	Final departmental submissions to Finance, approved budgets and detailed estimates.	Corporate Services
BUDGETS - DEVELOPMENT	7 YRS	Budgeting for Employee Services, grants, fixed assets, equipment, supplies, services, rentals or lease, electronic data processing, IT plans, land acquisition and capital estimates. Management reviews and approvals of detailed estimates. Budget controls, operations and coding, reconciliations, summaries, variances, reallocations, and transfers.	Corporate Services
COLLECTIVE BARGAINING	S/O + 10 YRS (minimum)	Collective agreements, letters of understanding, and associated material.	Employee Services/Corporate Services
COMMITTEE MINUTES - Board	PERM	Minutes of the board and all of its committees.	Corporate Secretary
CONSENT FORMS - FIELD TRIPS	C+ 1 YR. However, in the event of an incident, records should be retained until the issue is fully resolved	Parental permission and information regarding date of trip, nature of activity, and method of transportation.	Schools
CONSENT FORMS - FOIP	C + 1 YR.	Includes media consent forms, internet consent forms, consent to display student work, etc.	Schools
CONSTRUCTION	TAKEOVER + 7 YRS	Progress reports and project studies on the construction of offices, schools or other capital structures.	Corporate Services
CONTRACTS - FINANCIAL and NON-FINANCIAL	EXPIRY AND FULL SATISFACTION OF ALL CONDITIONS + 7 YRS	Financial agreements, cost sharing agreements, personal and service contracts, equipment, lease or rental agreements, negotiation offers and services, contract submissions.	Corporate Services
CRIMINAL RECORD and VULNERABLE SECTOR CHECKS - VOLUNTEERS WORKING WITH STUDENTS	S/O + 2 YRS	Valid for 5 YRS; reference: Administrative Procedures Manual.	Schools
DAMAGE AND LOSS	S/O + 7 YRS	Reports of loss, theft and damage to personal property, including repair estimates, investigations and vehicle accident/loss reports.	Corporate Services
EQUIPMENT OPERATION	DISPOSAL OF EQUIPMENT OR EXPIRY OF GUARANTEE /WARRANTY	Equipment operation including operating standards, manuals, warranties, guarantees.	Facility Services

Item	Retention Period	Notes	Responsible Department
FIRE DRILLS	2 YRS	As per Alberta Fire Code, in schools attended by children, total evacuation fire drills shall be held at least 3 times in each of the fall and spring school terms.	Schools
FOIP	C + 1 YR	Records relating to Freedom of Information and Protection of Privacy (FOIP) issues.	Corporate Services
FUNDS	DISSOLVED OR RELEASED + 7 YRS	Administrative Information of the establishment and operation of trust funds, revolving funds including depreciation and working capital advances.	Corporate Services
GENERAL LEDGERS	7 YRS	Reports generated to facilitate/support/summarize and maintain a historic/ongoing cumulative record within the financial system.	Corporate Services
HANDBOOKS & PROCEDURE MANUALS	S/O	Records relating to procedures that affect the overall operation and activities of the Division.	Administration
INCOME TAX FILES	7 YRS		Corporate Services
INFORMATION TECHNOLOGY	S/O + 3 YRS	Includes administrative information relating to the management of information systems and services.	Information Technology
INSPECTION LOGS AND REPORTS: Fire Protection Systems and Emergency Power Systems	S/O + 6 yrs PERMANENT - RETAIN FOR THE LIFE OF THE EQUIPMENT	Includes records regarding the inspection of emergency power systems and fire protection systems.	Facility Services
INSPECTIONS AND TESTING REPORTS	S/O + 7 yrs PERMANENT - RETAIN FOR THE LIFE OF THE EQUIPMENT	Includes all documentation to support the inspection and testing of buildings, equipment, physical plant and property.	Facility Services
INSURANCE CLAIMS	FINAL + 7 YRS	Documentation related to the occurrence, reporting and disposition of insurance claims of all types.	Corporate Services
INSURANCE POLICIES	20 YRS	Claims can occur several years after the expiry of a policy. The policy needs to be retained for a period after its expiry to ensure that terms of coverage remain at hand for settlement of claims made.	Corporate Services
LEGAL ACTIVITIES	7 YRS	Legal activities, such as decisions, rulings, patents, copyrights, opinions.	Corporate Services

Item	Retention Period	Notes	Responsible Department
MAINTENANCE AND REPAIR	7 YRS	Requirement reports and specifications for the regular maintenance and repair of buildings and sites.	Facility Services
MSDS - MATERIAL SAFETY DATA SHEETS	C	Includes material safety data sheets as created and issued by the manufacturer.	Facility Services
OCCUPATIONAL HEALTH AND SAFETY	S/O	Includes records relating to the administration of a safe and healthy working environment.	Corporate Services
PAY AND BENEFITS	S/O + 7 YRS	Administration of salary and wage matters, forms, rates of pay and employee benefits	Employee Services
PAYROLL ADMINISTRATION - Monthly Payroll Registers	CALENDAR YEAR + 7 YRS	Monthly payroll registers outlining earnings and deductions for all payments made to employees.	Employee Services
PENSION	PERM	Original sign up sheet and names of beneficiaries.	Employee Services
PERSONNEL RECORDS	PERM	Personal information related to employment, change in employment, pension status, termination or retirement.	Employee Services
PURCHASING	7 YRS	Documentation related to the purchase and acquisition of goods and services by the Division. Includes documentation required to demonstrate due diligence in the responsible use of public funds and compliance with applicable federal and provincial legislation.	Corporate Services
REGISTRATION AND LICENSING	S/O	Registration, licensing and permits required for the operation of equipment such as vehicles.	Facility Services/Transportation Services
RENOVATIONS	S/O + 7 YRS	Renovation requirements reports, conduit installations and specifications for office and other space.	Corporate Services
ROUTE MAPS	C + 3 YRS	These maps could be called into question with the settlement of insurance claims or court cases.	Transportation Services
SCHOOL COUNCIL MINUTES	7 YRS	As per School Council Regulation, these must be available at the school.	Schools
STUDENT EXPULSIONS	3 YRS	Must be removed from Student Record after 3 years	Schools
STUDENT RECORDS (CUM FILES)	Retain until student reaches the age of 26 years	This section is governed by the Education Act and Alberta Student Record Regulation. Sensitive information (psychoeducational testing data, counsellor notes, etc) may be retained in a separate folder, but shall be treated as part of the regular student record.	Schools
STUDENT SUSPENSIONS	3 YRS	Must be removed from Student Record after 3 years	Schools

Item	Retention Period	Notes	Responsible Department
TAX SUMMARY - T4/T4A STATEMENTS	CALENDAR YEAR + 7 YRS	T4 statements are produced for each employee and show the total earnings and tax deductions for a specific calendar year. T4As are produced for contract work, honoraria, subsidies, and scholarships.	Employee Services / Corporate Services
TAXATION	7 YRS	Taxation matters at all Government levels, records pertaining to sales tax, customs, excise tax, tax incentives, tax receipts for gifts and tax exemptions.	Corporate Services
TENDERING	AWARD OF CONTRACT + 7 YRS	Tendering or bidding process preceding issuing of a purchase order. Includes invitations to tender, advertising of tenders, request for proposals (RFP), tenders or quotations from bidders, evaluation and awarding of tenders, letters accepting or rejecting tenders and supporting documentation. Excludes successful bidders.	Corporate Services
TIME SHEETS	7 YRS	Employee timesheets are considered payroll information because they provide supporting documentation concerning the appropriate pay for an employee.	Employee Services

Approved: October 2023

Reference: Education Act  
Freedom of Information and Protection of Privacy Act  
FOIP Regulation 200/95  
Student Record Regulation 225/2006  
Information Bulletin 3.2.5 – Access to Information  
Information Bulletin 3.2.7 – Student Record Regulation Information