



BACKGROUND

The School Division is responsible to ensure that consistent and reliable records management practices are followed. All inactive records are to be stored in a secure, accessible location and are to be reviewed annually and retained or destroyed in accordance to the [Records Retention and Disposal Guide for Saskatchewan School Divisions](#). Records shall be retained only for such a period of time as required for the purposes for which they were created.

PROCEDURES

This process is to be completed annually in January and February. Administrators, whether school-based or department-based, are responsible for reviewing records annually and following the procedures listed below.

1. *Identifying Inactive Records*

In situations where records are under consideration for storage/destruction, the following procedures apply:

a. School Records

- i. Identify all inactive records. (as per Records Retention List)
- ii. Review all inactive records using [APM 711: Records Retention and Disposal Guide for Saskatchewan School Divisions](#), and determine which records are to be retained and which are due to be destroyed.
- iii. Box records for shipment to the NESD Division Office, via NESD courier.
- iv. Attach a copy of the applicable box label to each box:
 - o Attach [AP 711.1: Retention Box Label\(s\)](#) to box(es) containing records to be **PERMANENTLY** retained.
 - o Attach [AP 711.2: Destruction Box Label\(s\)](#) to box(es) containing records to be destroyed.
- v. Fill out [APF 711.3: Records Transfer Form](#).
- vi. Scan and email the completed Records Transfer Form to accounting@nesd.ca
- vii. The Records for Disposal Inventory lists will be reviewed, approved or not approved by the Superintendent of Business Administration.
- viii. Schools will confirm the location and number of boxes.
- ix. Do not send in box(es) without prior approval from a Division Office Administrative Assistant.
- xii. Arrange for box(es) of records to be picked up by the North East School Division courier.

b. Division Office Records

- i. Identify all inactive records.
- ii. Review all inactive records using [APM 711: Records Retention and Disposal Guide for Saskatchewan School Divisions](#), and determine which records are to be retained and which are due to be destroyed.
- iii. Box records for retention or destruction and attach a copy of the applicable box label to each



box:

- Attach [AP 711.1: Retention Box Label\(s\)](#) to box(es) containing records to be **PERMANENTLY** retained.
 - Attach [AP 711.2: Destruction Box Label\(s\)](#) to box(es) containing records to be destroyed.
- iv. Fill out APF 711.4-Records Disposal form for records for destruction.
 - v. Inventory lists will be reviewed by the Superintendent of Business Administration for compliance with the retention and disposal policy and approved or not approved.

c. Board Records

- i. Permanently retained Board minutes and Board reports related to all motions.
- ii. Retain other Board records for the current Board term plus all of the previous Boardterm.

d. School Community Council Records (SCC)

SCCs are not to dispose of public records on their own. SCC chairs are responsible to deliver records for all previous years to the school-based administrator.

- i. Retain School Community Council minutes, reports, documents and non-financial records for a period of four years.
- ii. Retain financial School Community Council records for a period of seven years.
- iii. The school administrative assistant will then follow the process outlined in section 1a.

2. Organizing Records for Storage/Destruction

The Superintendent of Business Administration or designate will review all inactive records proposed to be destroyed that have been submitted and will confirm if records in consideration are due for destruction or are to be stored based on the retention schedules in APM 711: [Records Retention and Disposal Guide](#) for Saskatchewan School Divisions.

a. Records for Storage

Records that are scheduled for retention, whether temporary or permanent, need to be accessible and retrievable upon request. School records are to be maintained at the location of the school until the records are scheduled for destruction.

Principal at the school or the site supervisor/manager of a department is responsible to ensure that records are kept at all times in a secure, safe and suitable environment and protected against accidental destruction or loss.

Safe and acceptable storage includes a secure and secluded area specifically designated for storing records, away from sources of humidity, fire, electricity and public access. Records must be:

- i. Organized by record type, future destruction date and/or retention period.
- ii. Boxed in acid-free boxes.
- iii. Marked accordingly. Include:
 - Description of box contents/type of record.
 - Content date range.



- Date for destruction, if applicable.
- iv. The above information is recorded on tracking spreadsheets, including additional information for what is in each box (e.g. school/grades included in student attendance records, list of students in cumulative record boxes).

b. Records for Destruction

- i. Attach the [“AP 711.2-Destruction Box Label”](#) to the box(es) to be destroyed.
- ii. Create a collated list of records to be destroyed, APF 711.4-Records Disposal Form, which will be scanned into a permanent file once it is completed.

3. Destruction of Records

Disposal of documents shall be carried out in accordance with APM 711: *Records Retention and Disposal Guide for Saskatchewan School Divisions*.

- a. As required by Records Retention and Disposal Guide for Saskatchewan School Divisions, the Superintendent of Business Administration will submit the collated list of records recommended for destruction to the Board of Education for approval.
- b. Once the destruction of records is approved by the Board, the Superintendent of Business Administration will send this list to the Saskatchewan Archives Board.
- c. The Saskatchewan Archives Board will inform the Superintendent of Business Administration if they wish to acquire any of the records for historical purposes.
 - i. If after a 60-day period the Saskatchewan Archives Board does not respond to the offer of information, the records shall be destroyed.
- d. Before disposing of records existing prior to the implementation of LAFOIP in 1995, specifically cumulative records, the Division will take reasonable steps to inform the public that the records will no longer be available. This may include placing the information in newsletters, on websites and in newspapers or other public media.
- e. The Superintendent of Business Administration or designate will arrange for the destruction of records, record the date of destruction on the collated list, have two people witness the destruction and sign the list.

4. Consistency

- a. Procedures in regards to student records, cumulative and permanent records, are to be in accordance with [Administrative Policy 416 – Student Records](#).

References

The Education Act, 1995

The Local Government Election Act

The Archives Act, 2004

Education in a Culture of Excellence

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AP 711.0-Record Retention and Disposal – Checklist for School Admin

Annually (during January or February) administrators are required to review records and follow the process in procedure [AP 711.0-Record Retention and Disposal](#) found on the NESD website ~ Board ~ Policies and Procedures. The following is a summarized checklist to assist in this process.

- Complete by the end of February.**
- Identify all inactive records – as per the Records Retention List.**
- Determine which records are to be retained and which should be destroyed.**
- Box records in a banker's box, things to note:**
 - **Only one Record type per box (ie. Accounting or CUM files, not combined.)**
 - **Separate boxes for items that need to be destroyed immediately vs. ones that need to be stored.**
- Label boxes clearly, each box must have a label –**
 - [AP 711.1-Retention Box Labels](#) for anything being stored **PERMANENTLY**.
 - [AP 711.2-Records for Destruction](#) box labels.
- Fill out the [APF 711.3-Records transfer form](#)**
- Scan and email the completed transfer form to accounting@nesd.ca .**
- Do NOT send any boxes until you are notified that they have been approved for transfer.**
- Arrange for pick-up and delivery to the Division office by the NESD courier.**

RECORDS RETENTION LIST

CATEGORY	SUB-CATEGORY	RETENTION	PUBLIC or Non- PUBLIC
1. Accounting and Finance			
1.1	Accounts Payable	7 yrs	P & NP
1.2	Accounts Receivable	7 yrs	P & NP
1.3	Annual Audited Financial Statements	Permanent	P
1.4	1.4 Annual Audit Files (Year End)	7 yrs	P
1.5.1	1.5.1 Banking - Bank Statements	7 yrs	P
1.5.2	1.5.2 Banking - Cancelled Cheques or Electronic Version	7 yrs	P
1.5.3	1.5.3 Banking - Deposits	7 yrs	P
1.5.	1.5.4 Banking - Termination and Establishment of Bank Accounts	7 yrs	P
1.5.5	1.5.5 Banking - Bank Reconciliations	7 yrs	P
1.6	1.6 Budget	3 yrs	P
1.7	1.7 Budget Related Reports	3 yrs	P
1.8	1.8 Charitable Organization Returns	7 yrs	P
1.9	1.9 Debentures and Loans	7 yrs after final	P
1.1	1.10 Financial Reports	1 yr	P
1.11	1.11 Goods and Services Tax Returns	7 yrs	P
1.12	1.12 Investments	7 yrs after maturity	P
1.13.1	1.13.1 Ledgers / Journals - AP Journal	7 yrs	P
1.13.2	1.13.2 Ledgers / Journals - AR Journal	7 yrs	P
1.13.3	1.13.3 Ledgers / Journals - General Journal	7 yrs	P
1.13.4	1.13.4 Ledgers / Journals - General Ledger	7 yrs	P
1.13.5	1.13.5 Ledgers / Journals - Payroll Journal / Register	55 yrs	P
1.13.6	1.13.6 Ledgers / Journals - Inventory Journal	3 yrs	P
1.14	1.14 Requisitions / Purchase Orders	3 yrs	P
1.15	1.15 Tenders	3 yrs after contract	P & NP
2. Administration			
2.1	2.1 Agreements / Contracts	7 yrs after expiration or termination	P & NP
2.2	2.2 Information Systems Operations		P & NP
2.3	2.3 Information Systems Development		P
2.4.1	2.4.1 Insurance Policies - Liability	Permanent	P
2.4.2	2.4.2 Insurance Policies - Property	Permanent	P
2.5	2.5 List of School Community Council	3 yrs after term of office	P
2.6	2.6 Photographs	3 yrs	NP
2.7	2.7 Records and Files of the Director of Education and Senior Staff	3 yrs	P & NP
2.8	2.8 Records and Files of Teachers and Other Staff	3 yrs	P & NP
2.9	2.9 Records Disposal Documentation	Permanent	P
2.10	2.10 Records Management - Governance Documents	3 yrs after superseded	P
2.11	2.11 School Reorganization	3 yrs	P
3. Buildings and Properties			
3.1	3.1 Capital Projects	3 yrs after disposal of building	P
3.2	3.2 Facility Management Reports	3 yrs	
3.3	3.3 Land Titles Documents & Records	immediately after disposal of property/building	P
3.4	3.4 License and Permits	3 yrs	P
3.5	3.5 Tenancy Agreements, Leases, Joint Use Agreements, Rental Agreements	3 yrs upon termination/expiration of agreement	P & NP
3.6	3.6 Sale Agreements	3 yrs upon termination/expiration of agreement	P
4. Elections			
4.1.1	4.1.1 Elections - Ballot Box Contents	3 mths	P
4.1.2	4.1.2 Elections - Declaration of Agent	3 mths	P
4.1.3	4.1.3 Elections - Declaration of Polls	3 mths	P
4.1.4	4.1.4 Elections - Deputy Returning Officer Statement of Results	3 mths	P

4.1.5	4.1.5 Elections - Poll Books	3 mths	P
4.1.6	4.1.6 Elections - Voter's Lists	3 mths	P
4.1.7	4.1.7 Elections - Voters Registration Forms	3 mths	NP
4.2	4.2 Election Records Disposal Affidavit	Permanent	P & NP
4.3	4.3 Nominations and Receipts	3 mths	P
4.4	4.4 Oaths of Office	End of term of Office	P
4.5	4.5 Poll Maps	3 mths	P
4.6	4.6 Poll by Poll Election Results	3 mths	P
4.7	4.7 Returning Officer's Summary of Results	Permanent	P
4.8	4.8 Other Election Materials Deemed to be Public	1 yr	P

5. Human Resources

5.1.1	5.1.1 Contract and Letters of Employment	7 yrs after termination	P & NP
5.1.2	5.1.2 Records of Experience	7 yrs after termination	NP
5.1.3	5.1.3 Performance Evaluation / Letters	7 yrs after termination	NP
5.2	5.2 Leave Requests and Approvals	3 yrs after termination	NP
5.3	5.3 Absenteeism / Leave Reports (Statistics/Data)	3 yrs	NP
5.4	5.4 Benefit Remittances	3 yrs	NP
5.5	5.5 Educator Profiles (formerly Form 42)	3 yrs	NP
5.6	5.6 Employee Time Sheets	7 yrs after termination	NP
5.7	5.7 Payroll Electronic Transmission File	1 yr	NP
5.8	5.8 Payroll Input Forms	1 yr	NP
5.9	5.9 Pension Remittance Statements, STRP, TSC Remittances	3 yrs	NP
5.1	5.10 Principal's Monthly Report	1 yr	NP
5.11	5.11 Prospective Employees' Resumes and Applications	1 yr	NP
5.12	5.12 Records of Employment	7 yrs	NP
5.13.0	5.13.0 Sick Leave / Medical Documents	1 yr unless continuing condition	NP
5.13.1	5.13.1 Sick Leave / Medical Documents - Supplemental Employment Benefits Plan Documents	1 yr unless continuing condition	NP
5.13.2	5.13.2 Sick Leave / Medical Documents - OH&S, WCB, SGI, LTD	1 yr after issue is resolved	NP
5.14	5.14 Support Staff Salary Reconciliations	3 yrs	NP
5.15 T4	5.15 T4's and CCRA Remittance Statements	7 yrs	NP
5.16	5.16 TDI Forms	1 yr	NP
5.17	5.17 Union Dues, ICP Statements	3 yrs	NP

6. Legal

6.1	6.1 Litigation Files	3 yrs after settlement	NP
6.2	6.2 Minister's Orders	Permanent	P

7. Minutes, Bylaws and Policies

7.1	7.1 Board and Council Scolaire Minutes and Bylaws	Permanent	P
7.2	7.2 School Community Council and Conseils d'ecoles Minutes	3 yrs	P
7.3	7.3 School Community Council and Conseils d'ecoles Reports and Records	3 yrs	P
7.4	7.4 Local Board Minutes (legacy school division)	Permanent	P
7.5	7.5 Policy Manuals	3 yrs after amendment/peal	P
7.6	7.6 Board Packages Including Board Reports	3 yrs	P & NP

8. Reports and Statistics

8.1	8.1 Committee and Administrative Reports	3 yrs	P & NP
8.2	8.2 Occupational Health and Safety Docs	7 yrs	P & NP
8.3	8.3 School Incident Report Form	1 yr	NP
8.4	8.4 Statistics Canada	1 yr	P

9. Student Records / Curriculum

9.1.1	9.1.1 Cumulative Folders - Councilor's Reports	3 yrs after student turns 22	NP
9.1.1.1	9.1.1.1 Cumulative Folders - Councilor's Reports - Authorization for Guidance Councilors for Access and Student Information	5 yrs	NP
9.1.2	9.1.2 Cumulative Folders - Education Psychologist's Reports	3 yrs after student turns 22	NP
9.1.3.1	9.1.3.1 Cumulative Folders - Records of Pupils' Final Marks - Grade K-9	3 yrs after student turns 22	NP
9.1.3.2	9.1.3.2 Cumulative Folders - Records of Pupils' Final Marks - Grade 10-12	3 yrs after student turns 22	NP
9.1.4	9.1.4 Speech and Language Pathologists' Reports	3 yrs after student turns 22	NP
9.1.5	9.1.5 Student Achievement Test Results (Including CTBS CCAT, etc.)	3 yrs after student turns 22	NP
9.2	9.2 Student Registration Forms	3 yrs after student turns 22	NP

9.2.1	9.2.1 Security Administration form for SDS (School Level)	6 yrs	NP
9.3	9.3 Custody Documents	3 yrs after student turns 22	P & NP
9.4	9.4 Curriculum Guides and Locally Developed Courses	3 yrs	P
9.5	9.5 Student / Parent Lists	3 yrs	NP
9.6	9.6 School Registers and Annual / Semester Attendance Records Summary	Permanent	NP
9.7	9.7 Extra Curricular Activities Schedule - volunteers, consent forms	3 yrs after student turns 22	NP
9.8	9.8 Youth Justice Records	As required by Youth Justice Act	NP
9.9	9.9 Final Exams	3 yrs after student turns 22	NP
9.1	9.10 Field Trip Requests	3 yrs after student turns 22	NP
9.11	9.11 Student Behavior Reports	3 yrs after student turns 22	NP

10. Transportation

10.1	10.1 Bus Route Maps	3 yrs	P & NP
10.2	10.2 Bus Safety Inspection Reports	3 yrs	P
10.3	10.3 Driver Records	5 yrs	P & NP