

Administrative Procedure 180

General Administration

RECORDS RETENTION AND DISPOSITION

BACKGROUND

Records in the custody of, or under the control of the charter board, 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 (FOIP)* and this Administrative Procedure.

The purposes for retaining records include:

- Managing all recorded information as a resource in order to support effective decision making, meet operational requirements, and protect the legal, fiscal and historical needs of the Charter Board.
- Making the wisest possible use of information by ensuring that it is organized to facilitate the sharing of and access to information by those who require it, subject to legal and policy constraints.
- Identify and conserve information that serves to reconstruct the evolution of policy and program decisions, or has other enduring value, thus ensuring that such information is organized and readily available.

DEFINITIONS

Record means information in any recorded form including documents, letters, handwritten notes, completed forms, reports, personnel files, meeting minutes, agendas, policies, emails, voice mails, computer data files, vouchers, maps, drawings, photographs, student records, and school calendars.

Transitory records are records of short term use not required to meet statutory obligations. Examples include supplier catalogues, promotional materials on products and services, upcoming training workshops and conferences, working papers, and notes. Transitory records generally have only temporary usefulness, are not identified as records in a retention schedule, and are not filed in a records system.

Personal information means information about an identifiable individual such as name, home address, telephone number, race, national or ethnic origin, colour, religion, political beliefs or associations, age, sex, marital status, family status, identifying numbers, fingerprints or blood type.

PROCEDURES

1. All records are maintained and stored with due regard for protection against unauthorized access, and managed by an approved records and information management program established by this Administrative Procedure.
2. Electronic records are created and maintained in the course of daily activity with efforts to ensure their authenticity, integrity and reliability.
3. A retention schedule identifying what records are kept, and for how long, is approved as Appendix A of this Administrative Procedure.

- 3.1 Disposal/ Archive is the disposition for records, once the retention period has been met. Records are only destroyed when there is no outstanding litigation or FOIP requests.
 - 3.2 Each school or office is responsible for properly preparing records for disposition in accordance with this Administrative Procedure and appropriate processes.
4. Student records are stored in a secure manner and treated as confidential at all times. Specific information with respect to student records is contained in AP-360 Student Records.
 5. Personnel records are stored in a secure manner and treated as confidential at all times. Specific information with respect to personnel records is contained in AP-403 Personnel Records.
 6. The charter board ensures that adequate resources are available to establish a records and information management program.
 7. Once records have met their lifecycle requirements their destruction is subject to the approval of the secretary treasurer based on submitted inventories. Measures are in place for the secure destruction of all records.
 8. The charter board selects and implements technologies that supports its records and information management program with measures in place to protect records.
 9. The charter board adheres to best practices and standards for recordkeeping and puts in place procedures for the records and information management program.

Legal Reference: *Education Act*
Freedom of Information and Protection of Privacy Act

Cross Reference: AP-170 Freedom of Information and Protection of Privacy
AP-360 Student Records
AP-403 Personnel Records

Date of Adoption: April 12, 1999

Date of Revision: December 5, 2003, March 23, 2011, March 13, 2013,
May 9, 2018, June 17, 2021

Due for Review: June 17, 2024



RECORDS RETENTION SCHEDULE

Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Proposed Schedule Revision
AM	Administrative Management	The function of overseeing the administration of teams and units within the board and schools. Records supporting this function relate to administrative committees' decisions and meetings, and internal administrative support or services.						
AM-01	Associations and Organizations	Includes reports, newsletters, publications, conference and workshop information and proceedings from organizations to which staff belong.	Originating Department	E = 0		Operational Value		
AM-02	Committees - Internal and External	Includes records of committees and councils on which staff members participate as members including school committees such as Staff Diversity Council, and Student Council. Records include meeting minutes, notices, reports, recommendations and supporting documentation. Excludes Corporate governance committees CG-03-01, CG-03-02, CG-03-03	Originating Department	E = 0	E = Rescinded or replaced by new approved version	Operational Value		Additional content
AM-03	Forms Inventory	Includes records of templates or forms such as requests for leave, payroll, computer purchase plan, letterhead.	Originating Department	E = 0	E = Rescinded or replaced by new approved version	Operational Value		
AM-04-01	Meetings – Internal	Records from internal meetings such as agendas, minutes, reports and resolutions from meetings involving staff such as School Administration or Leadership Team. Excludes Corporate governance committees See CG-03-01, CG-03-02, CG-03-03	Schools	E + 1 Y	E = Aug. 31	Operational Value		Added meeting example

Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Proposed Schedule Revision
AM-04-02	Meetings – Senior Management	Includes records regarding senior management such as Superintendents Team School Administration (STSA). Includes minutes, agendas, records of decision, terms of reference, and supporting documents. Excludes Corporate governance committees See CG-03-01, CG-03-02, CG-03-03	Originating Department	E + 1 Y	E = Aug. 31	Operational Value 183, 222		
CG	Corporate Governance	The function of governing boards / schools and exercising legal authority and control. The corporate governance structure specifies the distribution of rights and responsibilities among different participants in boards / schools, such as the board and staff, and spells out the rules and procedures for making decisions on its affairs. Includes resolutions, bylaws, policies and procedures, charters, board meeting administration, and strategic planning.						
CG-01	Articles of Incorporation, Bylaws and Constitution	Includes records related to the operation of the Charter School and Society Bylaws.	Board Office	E = 0	E = Dissolution of the Charter	Archival		
CG-02	Board of Directors - Meeting Agendas and Minutes	Includes records of the Charter Board such as agendas, minutes, Principals' Reports, Directors' Reports, Superintendent's reports, correspondence, planning documents, complaints, liaison with School Councils, reports, and school calendar.	Board Office	E + 2 Y	E = Aug. 31	AP 201 Archival		Additional content clarification
CG-03-01	Committees – External Board	Includes records of external committees and councils on which board members sit such as the Association of Alberta Charter Schools. Records include agendas, reports, and resolutions.	Originating Department	E + 2 Y	E = Aug. 31	Operational Value	PIB	
CG-03-02	Committees - General	Includes routine committee work such as: school standing, ad hoc committees, directors' steering, standing, and advisory committees, and task forces. Examples include the Audit Committee, Nominating Committee, HR Committee, Policy Advisory Committee along with ad hoc committees of the Board. Records include-agendas, minutes, reports, and supporting documentation.	Originating Department	E + 2 Y	E = Aug. 31	Operational Value	PIB	

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Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Proposed Schedule Revision
CG-03-03	Committees of the Board	Includes records of committees consisting of trustees, created by the board for a specific purpose such as the Principal Selection Committee. Includes agendas, minutes, resolutions, terms of reference, meeting briefs and supporting documentation.	Board Office	E + 2 Y	E = Aug. 31	170, 183 Archival	PIB	
CG-04	Elections	Includes records of elections procedures and information. NOTE: Ballot boxes are to be kept sealed for 6 weeks following the election (Section 101 of the LAEA). Nomination papers are kept for the term of the office (Section 28(5) of the LAEA).	Board Office	E + 1 Y	E = Rescinded or replaced by new approved version	Operational Value 230		
CG-05-01	Guidelines, Policies and Directives - Administrative	Includes records regarding directives approved by the Superintendent. Records include regulations and procedure manuals, guidelines and directives, and Administrative Procedures.	Board Office	E + 2 Y	E = Rescinded or replaced by new approved version	170, 202, AP 121 Archival		
CG-05-02	Guidelines, Policies and Directives – Board	Includes records relating to the development and approval of board and school operating practices, activities, and policies that apply district-wide that have been approved by the Board. Includes best practices, guidelines, procedures, handbooks and standards.	Board Office	E + 2 Y	E = Rescinded or replaced by new approved version	Operational Value 170, 180 Archival		
CG-05-03	Guidelines, Policies and Directives - External	Includes documentation about initiatives and guidelines provided by Alberta Education. Records include memoranda, directives, and correspondence such as Alberta Education Guidelines and Ministry Policy / Program Memoranda.	Board Office	E + 2 Y	E = Rescinded or replaced by new approved version	Operational Value 170		
CG-06	Organization Structure	Includes records regarding reporting relationships, organization structure and organization analysis, for both schools and school board. Includes organizational charts and school profiles.	Board Office	E + 2 Y	E = Rescinded or replaced by new approved version	Operational Value AP 119 Archival		

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Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Proposed Schedule Revision
CG-07	Program Administration and Planning	Includes records related to school-wide and / or area program oversight and administration of programs that do not belong to a specific function. Excludes Design of programs See EP-01	Board Office	E + 3 Y	E = Aug. 31	Operational Value Archival		Adjusted description
CG-08-01	Trustee Nomination Management	Includes Board candidate applications, elections information, and personal information.	Board Office	E + 2 Y	E = Aug. 31	170	PIB	
CG-08-02	Trustee Nomination Management – Unsuccessful Applications	Includes Board candidate applications, elections information, personal information for those individuals who were not added to the Board.	Board Office	E + 1 Y	E = Once Board appointments are announced or Aug. 31	170	PIB	
CG-09	Trustee Management	Includes content to support trustee's orientation, strategic planning content, and distribution of content for meetings. May include trustee requests for information.	Board Office	E + 2 Y	E = Expiry of term of office	170	PIB	
EP	Educational Programs and Services	The function of applying curriculum guidelines and designing education programs for students. Records include but are not limited to proposals, correspondence, lesson plans, and course outlines.						
EP-01	Development and Design	Includes proposals, correspondence and curriculum development materials.	Schools	E + 5 Y	E = Rescinded or replaced by new approved version	15, 20 Archival		
EP-02	Learning Commons	Includes records related to board and school library / learning commons operations. Records include collection inventories, correspondence, acquisition and disposal planning and strategies, and other records related to library holdings and operations.	Schools	E + 2 Y	E = Rescinded or replaced by new approved version	Operational Value	PIB	
EP-03	Locally Developed Courses	Includes proposals, correspondence and curriculum development materials.	Originating Department	E = 0	E = Rescinded or replaced by new approved version	15, 20, AP 220 Archival		
EP-04	Planning and Curriculum Guidelines	Includes directives, guidelines and proposals for new curriculum programs. Includes meeting notes and reports, material regarding comparisons with programs.	Schools	E + 5 Y	E = Rescinded or replaced by new approved version	Operational Value		

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Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Proposed Schedule Revision
EP-05	Outline, Courses of Study	Includes outlines of available programs and courses of study.	Schools	E + 2 Y	E = Rescinded or replaced by new approved version	Operational Value		
FA	Finance and Accounting	The function of managing board and school financial and accounting resources. Includes establishing and operating and maintaining accounting (payables, receivables, revenue) systems, controls and procedures, financial planning, reporting, preparing budgets and budget submissions, and the monitoring and analysis of capital assets. Records include but are not limited to accounts payable and receivable, budgets, audits, benefits accounting, expense payments, financial reporting, fixed asset management and all matters regarding the allocation and control of funds.						
FA-01	Accounts Payable	Includes records related to purchasing and funds payable such as legal fees, bursaries and scholarships, trustee and employee expenses, procurement credit card (P-Card) payment, vendor transaction listings, payment vouchers, cheque requisitions, gas, hydro, and phone bills, petty cash disbursements and supporting documentation. Includes purchase requisitions, purchase orders, specifications, proposals, bid and performance bonds, and all documentation regarding the selection process.	Board Office	E + 7 Y	E = Aug. 31	36, 42, 65, 71, AP 529, AP 531, AP 532	PIB	
FA-02	Accounts Receivable	Includes records related to the accounting for money owed to schools and boards. Records include invoices, cash receipts, correspondence, cash lists and statements of account.	Board Office	E + 7 Y	E = Aug. 31	36, 42, 71	PIB	
FA-03	Audits - Financial	Includes records regarding internal and external financial audits of accounts. Also includes records regarding tax audits of Goods and Services Tax (GST), AFS and unaudited schedules. Includes working papers, audit reports, and post-audit correspondence.	Board Office	E + 7 Y	E = Aug. 31	36, 42, AP 520		

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Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Proposed Schedule Revision
FA-04	Banking and Cash Management	Includes records regarding banking transactions and relationships with banks. Includes bank statements, bank reconciliations, deposit records, cancelled cheques and cheque stubs.	Board Office	E + 7 Y	E = Aug. 31	36, 42, 71, 222		
FA-05	Budgets	Includes records pertaining to departmental and board budgets, both capital and operating, and supporting documentation.	Board Office	E + 7 Y	E = Aug. 31	Operational Value		
FA-06-01	Contracts and Agreements – Educational	Includes records regarding educational related agreements, such as cooperative education agreements, work experience agreements. Excludes agreements related to employment See HR-03	Board Office	E + 7 Y	E = Contract lapses and all conditions met	AP 510	PIB	
FA-06-02	Contracts and Agreements - General	Includes records related to contracts and agreements, such as correspondence and terms.	Board Office	E + 7 Y	E = Contract lapses and all conditions met	AP 510, AP 512	PIB	
FA-07	Donations and Bequests	Includes records related to donations and bequests such as correspondence and tax records.	Board Office	E + 7 Y	E = Aug. 31	AP 509		
FA-08	Enrolment Reporting	Includes records from counts and projections documenting enrolments of students in the school system and statistical reports.	Board Office	E + 7 Y	E = Aug. 31	Operational Value		
FA-09	Facility Bookings	Includes records of bookings issued by the Board for the use of school property.	Board Office	E + 7 Y	E = Aug. 31	Operational Value 169, 146		
FA-10-01	Fees	Includes records regarding fee collection and fund raising by schools and / or board such as school fees, fee collection and supporting documentation (may also include funds allocated to, or raised by, the Student Council). Excludes Funding See FA-13	Board Office	E + 7 Y	E = Aug. 31	42, 71, 90, AP 521, AP 522		
FA-10-02	Fee Waiver – Applications	Includes records related to applications for a fee waiver.	Board Office	E + 7 Y	E = Aug. 31		PIB	New item to address gap

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Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Proposed Schedule Revision
FA-11	Financial Statements – Final	Includes records regarding the final, signed, Board approved year-end financial statements and final statements.	Board Office	Permanent	E = Aug. 31	42, 71, 180, AP 520 Archival		
FA-12	Financial Statements – Working / Backup Documentation	Includes records associated with the development of financial statements.	Board Office	E + 7 Y	E= Aug. 31	42, 180		
FA-13	Funding	Includes records related to funding from both government and other sources. Excludes Contracts and Agreements See FA-06-01 and FA-06-02. Excludes Fees See FA-10-01.	Board Office	E + 7 Y	E = Aug. 31	42, 71, 90, AP 512		
FA-14	Fundraising – Charitable Organizations	Includes records regarding the raising of funds for charitable organizations (completed contribution forms, promotional materials and reports). Excludes Fees and Funding See FA-10-01 and FA-13.	Board Office	E + 7 Y	E = Aug. 31	90		
FA-15	General Ledger	Includes a record of all the assets, liability, owner's equity, revenue and expense accounts of the organization.	Board Office	E = 2 Y	E = Dissolution of the Charter Board	42, AP 520		Identified closure based on CRA information
FA-16	Grants – Transportation	Includes records of transportation grant applications and supporting documentation.	Board Office	E + 7 Y	E = Aug. 31	244		
FA-17-01	Inventory Control - Capital Assets	Includes records relating to capital assets valued over \$5000 that will have depreciating value, including asset listings, depreciation details, asset transfer information, and details of extraordinary entries.	Board Office	E + 7 Y	E = Aug 31 of year of disposal of asset	71, 202		
FA-17-02	Inventory Control - Non-capital Assets	Includes records relating to non-fixed assets valued under \$5000, including inventories of board owned equipment.	Board Office	E + 7 Y	E = Aug. 31	71, 202		

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Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Proposed Schedule Revision
FA-18	Investments	Includes records regarding the Board's investments, term deposits and promissory notes, investment portfolios, pooling, adjustments, status reports, performance reports, investment tickets and supporting documentation, and records regarding debentures and bonds issued (initial issuance of the debenture or bond and records of payments made to investors).	Board Office	E + 7 Y	E = Aug 31 of year investment matures	42, 71		
FA-19	Journal Vouchers and Journal Entries	Includes completed journal voucher forms, input forms, and all background documentation used to substantiate journal entries.	Board Office	E + 7 Y	E = Aug. 31	65		
FA-20	Property - Occupancy	Includes records regarding lease and rental agreements and contracts for land, buildings or property, residential or commercial, by and to the board, such as signed leases, surveys, tenant information, schedules and receipts of payment and supporting documentation.	Board Office	E + 7 Y	E = Expiry date of contract / agreement and all conditions met	144	PIB	
FA-21	Subsidiary Ledgers, Registers and Journals	Includes all subsidiary ledgers, registers and journals such as payment and receipt journals, payroll registers, purchase order registers, and year-end adjustments.	Board Office	E + 7 Y	E= Rescinded or replaced by new approved version	202, AP 520		
FA-22	Tax Returns	Includes records relating to federal and provincial tax returns, property and goods and services taxes, charity information returns, assessments, receipts, details and supporting documentation.	Board Office	E + 7 Y	E = Aug. 31	42, 65, 71, 90		
FA-23	Tendering	Includes records regarding the tendering or bidding process for the purchase of goods and services through tendering processes such as requests for proposal, requests for quotations, invitations to tender, documentation from the selection process.	Board Office	E + 6 months	E = Contract awarded	36, 42, 65, 71		

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Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Proposed Schedule Revision
FM	Facilities Management	The function of managing and maintaining board and school authority buildings and facilities and supporting capital initiatives and building improvements. Records include maintenance and operations reports, requests and logs, environmental testing of facilities, equipment maintenance and testing, facilities planning and improvements, capital and non-capital projects, inspection reports, and records relating to property acquisition and disposition, building and office renovations, security, and property management relationships.						
FM-01	Drawings and Specifications	Includes technical specifications for a project or property, e.g., mechanical, electrical and structural. Includes building and fire code requirements and architect's instructions. Includes all drawings and plans of schools and offices, such as master drawings and floor plans, site plans, aerial plans, and plans for additions and alterations.	Facilities	E + 10 Y	E = Aug. 31 of year of disposal of property	146, 202 Archival		
FM-02	Facilities - Capital Projects	Includes records regarding renovations / restorations and repair to existing board owned facilities, such as reports and studies, inspection and remedial repair work reports, condition survey, design notes, technical specifications, copies of purchase orders, copies of contract documents, progress meetings, and deficiency reports, project review, and final drawings and reports. Excludes original purchase orders See FA-21 Excludes original contract documents See FA-06	Facilities	E + 10 Y	E = Aug. 31 of year of disposal of property	146, 202, AP 103 Archival		
FM-03	Facilities - Planning	Includes records regarding the allocation of classroom and workspace to staff and students. Records include correspondence, facilities use plans, facilities designs and layouts, furniture layouts, etc.	Facilities	E + 2 Y	E = Aug. 31	Operational Value AP 103		
FM-04	Infrastructure, Maintenance and Renewal Projects	Includes records regarding building improvements and supporting documents specific to additions, renovations, and alterations to schools and buildings. Records include drawings, project plans, specifications, meeting minutes, project updates, budgets, etc.	Facilities	E + 10 Y	E = Aug. 31 of year of disposal of property	146, 202, AP 103 Archival		

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Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Proposed Schedule Revision
FM-05-01	Inspection and Testing Logs and Reports	Includes all documentation to support the inspection and testing of buildings, equipment, physical plant and property. Records include logs, inspection reports, year-end reports, equipment lists and locations. Includes elevator logs, boilers and pressure systems, sanding and salting logs, certificates of inspection, deficiency lists, inspection sheets, condition analysis and reports. Also includes inspections of major systems, playground equipment inspections logs, chemical treatment log, playground inspections, physical education equipment inspections, technical program equipment, etc. Excludes Emergency power systems inspections and testing, fire extinguisher testing, fire protection systems testing See FM-05-02 Excludes Air Quality Reports See HS-01	Facilities	E + 6 Y	E = Aug. 31	120, 122, 163, 164, 202, AP 546		
FM-05-02	Inspections Logs and Reports - Fire Protection Systems and Emergency Power Systems	Includes records regarding the inspection and testing of emergency power systems, fire extinguishers and fire protection systems.	Facilities	E + 2 Y	E = Rescinded or replaced by new approved version	Operational Value		
FM-06-01	Maintenance and Operations – General	Includes records regarding maintenance of leased facilities, such as maintenance and repair requirements and arrangements, service work orders and schedules.	Facilities	E + 2 Y	E = Aug. 31	Operational Value		
FM-06-02	Maintenance and Operations - Buildings / Physical Plant and Equipment	Includes records to support the maintenance and operations of buildings, physical plant and equipment. Includes office equipment, work orders for fixed assets, and supporting documentation.	Facilities	E + 2 Y	E = Aug. 31	Operational Value 163, 202, AP 546		
FM-06-03	Maintenance and Operations - Grounds	Includes records to support maintenance and operations for exterior activities such as maintenance requisitions, work orders, logs and reports showing action taken for grounds keeping, snow clearance, cleaning and repairs.	Facilities	E + 2 Y	E = Aug. 31	Operational Value AP 546		

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Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Proposed Schedule Revision
FM-07	Physical Security	Includes records regarding the security of office and school facilities and properties, including transportation, such as control of keys, trespassing, surveillance reports, sign in and sign out logs, etc.	Originating Department / Facilities	E + 2 Y	E = Aug. 31	Operational Value AP 541	PIB	
FM-08	Site Specific Projects	Includes records regarding renovations / restorations and repair to existing facilities, such as reports and studies, inspection and remedial repair work reports, condition survey, design notes, technical specifications, progress meetings, and deficiency reports, project review and final drawings and reports. Excludes Original purchase orders See FA-21	Facilities	E + 10 Y	E = Aug. 31 of year of disposal of property	146, 202, AP 546 Archival		
HR	Human Resources	The function of managing all employees within the organization in accordance with policies and procedures. Records include, but are not limited to, personnel records, employee information (including medical information), and conditions of work, overtime, salary rates, pensions, benefits, payroll records, grievances, performance evaluations and recruitment.						
HR-01	Attendance – Employee	Includes records regarding the management of employee attendance, absences (leaves) and vacations. Records include details about vacation schedules, hours of work, absenteeism reports and related reports from electronic systems. Excludes individual employee time management See HR-02	Human Resources	E + 3 Y	E = Aug. 31	106, AP 438	PIB	
HR-02	Benefits Administration - General	Includes records regarding the administration of benefits generally, not shown elsewhere in this series. Records may include brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered to employees such as group insurance, dental plans, employee assistance program.	Human Resources	E + 2 Y	E = Contract lapses or records are superseded	Operational Value		

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Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Proposed Schedule Revision
HR-03	Contracts and Agreements - Employee	Includes records regarding employee related contracts, such as employment contracts, retirement agreements, etc. which may also contain memos and affidavits of execution and supporting documentation.	Human Resources	E + 7 Y	E = Contract lapses	AP 473, AP 474, AP 475	PIB	
HR-04	Criminal Records / Vulnerable Sector Checks	Includes records listing any criminal code convictions (police clearances) that have not been pardoned for all existing and new employees and service providers that come into direct contact with students on a regular basis.	Human Resources	E + 2 Y	E = Rescinded or replaced by new approved version	Operational Value 249, AP 411	PIB	
HR-05	Criminal Offence Declarations	Includes offence declarations, signed by the employee/ service provider, which lists all criminal code convictions registered since the date of the last offence declaration.	Human Resources	E + 10 Y	E = Termination of employment	Operational Value 249, AP 407	PIB	
HR-06-01	Employee Records – Certificated Staff	Includes records regarding the employment history of the board employees. Includes initial resume and application, benefit enrollment forms, salary calculation forms, change advice, employee master record cards, certification of level placement, probationary contract, key tasks, in-town mileage reimbursement, employee verification forms, complaint resolution, and training records.	Human Resources	E + 10 Y	E = Termination of employment.	3, 36, 74, 106, 119, 125, 170, 202, 216, 217, AP 403, AP 408, AP 416, AP 417, AP 419, AP 427, AP 437, AP 460	PIB	Additional content description
HR-06-02	Employee Records – Support or non Certificated Staff	Includes records regarding the employment history of the board employees. Includes initial resume and application, benefit enrollment forms, salary calculation forms, change advice, employee master record cards, certification of level placement, probationary contract, key tasks, in-town mileage reimbursement, employee verification forms, complaint resolution, and training records.	Human Resources	E + 10 Y	E = Termination of employment.	3, 36, 74, 106, 119, 125, 170, 202, 216, 217, AP 403, AP 408, AP 416, AP 417, AP 437, AP 460, AP 484	PIB	Additional content description
HR-07	Employee Records – Payroll	Includes records regarding individual employee payroll information, such as TD1s, direct deposit authorizations, timesheets, and supporting documentation.	Human Resources	E + 7 Y	E = Aug. 31	74, 202	PIB	

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Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Proposed Schedule Revision
HR-08	Employee Records – Performance Management – Certificated Staff	Includes records regarding employees' performance, such as reviews by supervisors, evaluation template, growth plans, service award letters, commendations, disciplinary, performance and non-medical counselling notes and supporting documentation.	Human Resources	E + 5 Y	E = Aug.31	Operational Value 170, 202, AP 405, AP 406, AP 418, AP 423, AP 445 AP 462	PIB	
HR-09	Employee Records – Performance Management – Support or Non-Certificated Staff	Includes records regarding employees' performance, such as reviews by supervisors, evaluation template, growth plans, service award letters, commendations, disciplinary, performance and non-medical counselling notes and supporting documentation.	Human Resources	E + 5 Y	E = Aug. 31	Operational Value 170, 202, AP 418, AP 462, AP 484	PIB	
HR-10	Employee Surveys	Includes surveys and research on staff regarding issues including staff engagement activities.	Originating Department	E + 1 Y	E = Aug. 31	Operational Value	PIB	
HR-11	Human Resources – Planning	Includes records related to human resources control and planning.	Human Resources	E + 2 Y	E = Rescinded or replaced by new approved version	Operational Value AP 400		
HR-12	Job Descriptions	Includes job descriptions and specifications as well as background information used in their preparation or amendment.	Human Resources	E + 2 Y	E = Rescinded or replaced by new approved version	Operational Value		
HR-13	Payroll Administration – Time Management	Generated by employee-entered information in Payroll system. Includes: Records regarding allocation and distribution of labour, such as time sheets, Employee Attendance records cards, vacation / lieu time requests, overtime banked, statutory holidays banked, time, relief pay, daily pay sheets, sickness and accident, off/on duty report payroll adjustment, time input forms (overtime paid, stand-by, relief authorizations, car allowance claims, shift change, statutory holiday paid) wage paid / holiday advance requests, timesheets and supporting documentation. Excludes administration of attendance See HR-01	Human Resources	E + 7 Y	E = Aug. 31	36, 71, 74, 106, 202, AP 520	PIB	

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Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Proposed Schedule Revision
HR-14	Pension Administration	Includes records regarding the administration of pensions for certificated staff such as plan documents, registration forms, deduction registers, and prior service summary reports, records of decisions, annual / tri-annual evaluations, remittances and reconciliations. Also includes records regarding pension policy decisions.	Human Resources	E + 10 Y	E = Final payout of the pension or date pension records are transferred to pension authority (e.g. ATRF)	3, 71, 106, 217		
HR-15	Recruitment and Hiring	Includes records regarding the administration of a specific competition such as requisitions, copies of advertisements, evaluation criteria, career fairs records and blank interview guides. Excludes specific Resumes and Job Applications See HR-16	Human Resources	E + 6 months	E = Rescinded or replaced by new approved version	Operational Value AP 404, AP 421, AP 415		
HR-16	Resumes and Job Applications	Includes records of applications, resumes and applicant evaluations to support recruitment in the school and school board.	Human Resources	E + 1 Y	E = Competition completed	Operational Value	PIB	
HR-17	Salary Administration	Includes records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, salary surveys and schedules, salary increments, service pay and substitution pay.	Human Resources	E + 7 Y	E = Rescinded or replaced by new approved version	Operational Value 36, 71, 74, 106, 106, 202		
HR-18	Staff Awards, Recognition and Honours	Includes records relating to special recognition and awards presented to staff.	Human Resources	E + 3 Y	E = Aug. 31	Operational Value AP 436	PIB	
HR-19	Staff Listings and Reports	Includes all report listings concerning staff, e.g., staff directories, seniority lists, retirement lists and lists of supply teachers.	Human Resources	E + 1 Y	E = Rescinded or replaced by new approved version	Operational Value Archival – staff list	PIB	
HR-20	Superintendent – Evaluation	Includes records from the annual evaluation of the Superintendent by the Human Resources Committee of the Board.	Human Resources	E + 10 Y	E = Termination of contract / employment			

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Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Proposed Schedule Revision
HR-21	Volunteers	Includes records that support management and administration of volunteers such as volunteer registration procedures, guidelines, correspondence, criminal record and vulnerable sector checks, offense declarations, confidentiality agreements, technology use agreements and drivers' abstracts along with recognition such as the Year End Breakfast.	Schools	E + 3 Y	E = Rescinded or Replaced by new approved version	Operational Value AP 555		Additional content to identify procedures documentation
HR-22	Volunteers – Case Files	Includes case files for volunteers supporting school and other activities such as volunteer drivers. Includes criminal record and vulnerable sector checks, offense declarations, confidentiality agreements, technology use agreements and drivers' abstracts.	Schools	E + 5 Y	E = Termination of Volunteer Commitment to School Activity	Operational Value AP 555, AP 556	PIB	Separating case files as they have different closure criteria.
HR-23	Student Teachers – Case Files	Includes case files for Student Teachers for their practicum placement or similar program. Includes information about their education, criminal record check and placement.	Schools	E + 5 Y	E = Termination of Placement	Operational Value	PIB	Identifying record and providing similar management to those of volunteers having direct contact with students
HR-24	Whistleblower Disclosure	Includes case file records related to confidential disclosures made under the Public Interest Disclosure (Whistleblower Protection) Act.	Board Office	E + 5 Y	E = Until investigation completed and case closed	AP 490		Addressing gap
HS	Health and Safety	The function of promoting health and safety, and encouraging attitudes and methods that will lead to improved wellness in the jurisdiction.						
HS-01	Air and Environmental Quality Monitoring	Includes monitoring records related to indoor air quality testing, water testing, and any environmental testing. Includes air testing data and reports for mold and asbestos abatement projects for clearance purposes.	Facilities	E + 12 Y	E = Disposal of property	OHSC Section 26 Limitations Act C L-15.1 s3		
HS-02	Critical Response and Emergency Plans	Includes records regarding emergencies and related plans to support the board and school in case of fire, hurricane, lockdowns, police involvement or other emergencies. I.e. business continuity plans, call lists, supplier / vendor contacts, and related reports.	Schools	E = 0	E = Rescinded or replaced by new approved version	120, 122, AP 131, AP 135	PIB	

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Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Proposed Schedule Revision
HS-03	Health and Safety - Audits and Inspections	Includes records regarding health and safety audits and inspections.	Human Resources	E + 3 Y	E = Aug. 31 of audit and all deficiencies rectified	202, AP 136	PIB	
HS-04	Health and Safety Committee	Includes agendas, minutes, terms of reference, supporting documentation, and orientation and training records for Committee members.	Human Resources	E + 3 Y	E = Aug. 31	202		Addressing new legislative requirement
HS-05	Health and Safety - Safety Data Sheets	Includes safety data sheets (SDS) as created and issued by the manufacturer. Note: Safety data sheets are not records of Westmount, however every location that uses the material must have access to a data sheet, as required by OH&S Act.	Human Resources	E = 0	E = Rescinded or replaced by new approved version	Operational Value 202, AP 337		
HS-06	Health and Safety - Incident Reports:	Includes completed forms reporting an incident. Excludes Individual student and employee medical health records (personally identifiable records) See HR and ST series	Human Resources	E + 10 Y	E = Aug. 31 of year of incident report	65, 71, 136, 202, AP 136	PIB	
HS-07	Health and Safety - Inspection Reports	Includes records of inspections carried out in accordance with the Occupational Health and Safety Act.	Human Resources	E + 3 Y	E = Aug. 31 of year of inspection and all deficiencies corrected	106, 122, 202, 225	PIB	
HS-08	Emergency Planning – Reporting	Includes records related to emergency preparedness, planning, risk reduction and reporting such as reporting on outcomes, monitoring, guidance on communications, training, policy development, etc. Examples of emergencies include natural disaster, violent incident, threats, life threatening allergies and public health (COVID-19).	Originating Site	E + 10 Y	E = Aug. 31	AP 135, AP 136, AP 319		Additional content description
HS-09	Health and Safety - Programs	Includes records regarding the development, objectives and administration of safety programs, training plan, program audits, guidelines and compliance and statistics.	Human Resources	E + 3 Y	E = Aug. 31	202, AP 412		

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Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Proposed Schedule Revision
HS-10	Substances and Hazardous Materials Management	Includes records related to the monitoring, management and disposal of chemical, biological or physical agents or substances.	Human Resources	E = 0	E = Rescinded or replaced by new approved version	120, 122, 202		
HS-11	Visitor – Sign in and out Register	Includes visitor logs documenting visitors to school and Central during and after hours. Visitors may include Division staff, students, volunteers, contractors, and parents / guardians.	Schools / Board Office	E + 2 Y	E = Aug. 31	Operational Value	PIB	Identifies an important record to be retained, related to contact tracing and risk management
IM	Information Management	The function of applying and managing information and communications technology to support the business needs of the organization to capture, store, retrieve, transfer, communicate and disseminate information. Includes planning, determining requirements, developing, acquiring, modifying and evaluating information and systems to house information such as applications and databases. Also includes the systematic management of information and the appropriate decommission of systems and disposition of information						
IM-01	Archives	Includes records regarding planning for long term preservation of Westmount records.	Board Office	E + 2 Y	E = Rescinded or replaced by new approved version	20, AP 180		
IM-02-01	Freedom of Information and Protection of Privacy (FOIP) - Requests and Replies	Includes records regarding requests for information such as applications, correspondence and copies of material released.	FOIP Coordinator	E + 5 Y	E = Once request is closed	Operational Value 125, AP 170	PIB	
IM-02-02	Freedom of Information and Protection of Privacy (FOIP) – Personal Information Banks (PIB's)	Includes records regarding directories of personal information banks (PIB's) and supporting documentation.	FOIP Coordinator	E + 1 Y	E = Rescinded or replaced by new approved version	Operational Value 125	PIB	

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Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Proposed Schedule Revision
IM-03	Information Security	Includes records pertaining to the protection of information and information systems from unauthorized access, use, infection from viruses, disclosure, disruption, modification, perusal, inspection, recording or destruction in accordance with confidentiality, integrity and availability requirements. Excludes physical security See FM-07	Information Technology	E + 1 Y	E = Rescinded or replaced by new approved version	Operational Value AP 141, AP 410		
IM-04	Information Systems - Architecture	Includes records relating to the design of computer systems and / or software, including needs assessments, business cases, project charter, process flowchart documentation, impact analysis, user and system requirements, specifications, testing plans and results, user sign-offs, project management meeting minutes / documentation, system development documentation, software design records, and software inspection notes. Also includes records on system installations / conversions and product evaluations. May also include requests for significant modification, fixes and upgrades.	Information Technology	E + 2 Y	E = Aug. 31	Operational Value AP 141		
IM-05	Information Technology – Functional, Technical Specifications	Includes records regarding systems development functional and technical specifications and requirements, such as background requests, requirement definitions, studies, surveys, stakeholder engagement information and business cases used to design / develop software / hardware specifications. Also includes acceptance / compatibility criteria, modeling, final specifications and supporting documentation.	Information Technology	E = 0	E = Rescinded or replaced by new approved version	Operational Value		
IM-06	Information Technology - Helpdesk	Includes records regarding the performance of typical daily helpdesk functions for the district. Records include helpdesk submissions background documentation submitted by the user, scripts used by the helpdesk to respond to inquiries.	Information Technology	E = 0	E = Rescinded or replaced by new approved version or ticket resolved	Operational Value		
IM-07	Information Technology – Installation and Implementation	Includes records regarding system installation / implementation, such as data conversion plans, copies of agreements with third parties, mapping information and implementation plans.	Information Technology	E = 0	E = Life of System	Operational Value		

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Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Proposed Schedule Revision
IM-08	Information Technology – Maintenance and Support	Includes records regarding system maintenance and support, such as change requests, system statistics, information and reports, hardware / software checks and testing. Also includes software upgrades, problem management and database change requests. Excludes IT helpdesk functions See IM-06	Information Technology	E = 0	E = Rescinded or replaced by new approved version	Operational Value AP 141		
IM-09	Information Technology – Planning	Includes records regarding the comprehensive framework used to manage and align an organization's Information Technology (IT) assets, operations, and projects with its operational characteristics, defining how information technology will support operations.	Information Technology	E + 2 Y	E = Rescinded or replaced by new approved version	Operational Value AP 141		
IM-10	Information Technology – System, Server, Network Monitoring	Includes records regarding the management and monitoring of system / server network environment, such as performance statistics, configurations, performance benchmarks, job scheduling, installations, etc.	Information Technology	E = 0	E = Rescinded or replaced by new approved version	Operational Value		
IM-11	Privacy Impact Assessments (PIAs) and Privacy Adherence	Includes records regarding completed Privacy Impact Assessments (PIAs) and related documentation for privacy measures including those under PIPA.	Board Office	E + 2 Y	E = Rescinded or replaced by new approved version	Operational Value 125		
IM-12	Records Management - Administration	Includes records regarding the development, maintenance, and updating of records management program system documentation including inventories, vendors, retention schedule development and maintenance, and disposition activities.	Board Office	E + 2 Y	E = Rescinded or replaced by new approved version	Operational Value 146, AP 180, AP 403		
IM-13	Records Management – Disposition Authorization	Includes records regarding authorization of records disposition.	Board Office	E = 0	E= Dissolution of Charter Board	AP 180 Archival	PIB	

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Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Proposed Schedule Revision
IM-14	Research and Statistical Analysis	Includes records regarding copies of research papers and background data and analysis relevant to the administrative functions of the district. Also includes records regarding the analysis of data, such as reports, opinions, position papers, studies, and supporting documentation.	Originating Department	E + 5 Y	E = Research complete	Operational Value 127		
IM-15	Telecommunications Systems	Includes records relating to the management, maintenance and use of telecommunications including landline and wireless mobile devices and equipment. Includes system documentation, configuration details and services provided.	Information Technology	E + 1 Y	E = Aug. 31	Operational Value		
IM-16-01	Web Administration – Web Content	Includes records regarding Web content records such as the content pages that compose the site, inclusive of HTML markup, records generated when a user interacts with a site, lists of the URLs referenced by the site's hyperlinks and supporting documentation. Documents posted on websites are for publication only and are considered transitory.	Originating Department	E + 1 Y	E = Rescinded or replaced by new approved version	Operational Value		
IM-16-02	Web Administration – Web Management	Includes Web management and operations records that provide context related to the site such as administrative and technical records necessary for or produced during the management of a Web site.	Information Technology	E + 1 Y	E = Rescinded or replaced by new approved version	Operational Value		
IM-16-03	Web Administration – Web Structure	Includes records that provide structure to the Web site including site maps that show the directory structure into which content pages are organized, software configurations used to operate the site and establish its look and feel including server environment configurations and specifications and supporting documentation.	Information Technology	E + 1 Y	E = Life of Web site	Operational Value		
LE	Legal	The function of addressing legal issues relating to the operations of the board and schools. Records include, but are not limited to, claims and litigation files, appeals and hearings, contracts and agreements entered into on behalf of the board and schools, deeds and titles relating to properties, harassment incidents, etc.						

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Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Proposed Schedule Revision
LE-01	Accident and Incident - Claims and Reports	Includes reports related to student / employee accidents that occur on board and school authority property, schools and the administration offices or on school trips. Records include claims, communications, investigations, reports, administration of first aid and action taken as a result of an accident. Excludes claim and litigation files See LE-03-01 and LE-03-02.	Board Office	E = DOB of student + 20 Y	E = Date of birth of student	202, AP 336	PIB	Aligned with changes to Statute of Limitations changes for Minors.
LE-02	Claims and Litigation	Includes all liability claims and litigation against or entered into by the boards/authorities and schools. Records include reports, correspondence, investigations, WCB claims, etc. WCB claims are filed online.	Board Office	E + 5 Y	E = Last action taken that advances claim		PIB	
LE-03	Claims and Litigation – Students	Includes all liability claims and litigation against or entered into by the Charter Board and schools related to cases involving students. . Records include reports, correspondence, and investigations.	Board Office	E = DOB of student + 20 Y	E = Date of birth of student		PIB	Aligned with changes to Statute of Limitations changes for Minors.
LE-04	Insurance Policies	Includes records regarding liability insurance policies held by board such as copies of insurance certificates / policy documents and supporting documentation. Also includes records relating to policies to cover loss or damage to property or premises and cover staff and general public against injury or death resulting from accidents on school / board premises or occurring during employment.	Board Office	E + 7 Y	E = Expiry of policy	202, AP 550		
LE-05	Legal Opinions and Precedents	Includes records of legal opinions and precedents about legal issues identified by the school / board. Records include case law, correspondence, reports, and findings / opinions provided to requestor.	Board Office	E + 2 Y	E = Rescinded or replaced by new approved version	Operational Value		
CO	Communication	The function of promoting and marketing board and school programs and services. Records in this function include board and school communication and press releases, speeches, websites, public relations activities, events and news releases; materials relating to marketing research, publications and reports.						

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Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Proposed Schedule Revision
CO-01	Communiqués	Includes memos, brochures, correspondence and related information about programs and activities sponsored by the board or by schools such as event calendar and school news items.	Originating Department	E = 0	E = Rescinded or replaced by new approved version	Operational Value		
CO-02	Memorabilia and Branding	Includes school / board memorabilia, collectibles and other historical items that reflect the individual nature of the schools, such as informal school / board and school authority histories, logos and crests, songs, etc. Includes records related to use of copyright, application for patents, copyright, trademarks or branding.	Schools / Originating Department	E + 1 Y	E = Aug. 31	Operational Value Archival		
CO-03	Memos, Special Events, Presentations, Ceremonies and Celebrations	Includes speeches, memos, notices, correspondence with parents and others, programs and all related materials pertinent to events sponsored by the board or by schools (e.g., parents' night, school opening ceremonies, reunions, community engagement etc.). Records include program schedules, correspondence, brochures, and event activity details.	Originating Department	E = 0	E = Rescinded or replaced by new approved version	Operational Value	PIB	
CO-04	Media Kits, Communications and News Releases	Includes records regarding board relations with the various media. Includes press releases, marketing and information releases, speeches, photographs, correspondence, etc. May include critical incident communications.	Originating Department	E = 0	E = Rescinded or replaced by new approved version	Operational Value		
CO-05	Publications	Includes records for publications such as yearbooks, handbooks, marketing materials, calendars, annual reports, brochures, newsletters, yearly school class photos, and other promotional materials.	Originating Department	E + 2 Y	E = Aug. 31	Operational Value 180 Archival	PIB	
RP	Research and Planning	The function of undertaking research and planning to support the ongoing operations of the school and board. Records include but are not limited to research surveys, studies and reports which address issues such as school boundaries, student demographics, municipal planning and statistics used to support Ministry funding requests.						

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Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Proposed Schedule Revision
RP-01	Educational and Curriculum Planning	Includes records of strategic and operational planning documents, and mandates, related correspondence, background and reference information, records of any research conducted into curriculum or program development, such as questionnaires, interest surveys and independent research studies including research on giftedness.	Originating Department	E + 1 Y	E = Rescinded or replaced by new approved version	Operational Value Archival		
RP-02	External Requests	Includes external applications to conduct research from sources such as universities, graduate students, and foundations, and their final reports.	Originating Department	E + 1 Y	E = Aug. 31	Operational Value AP 515		
RP-03	School System	Includes records relating to internal and external research. Records include applications, surveys and research reports undertaken to capture information about school system issues; student evaluation and scoring systems and student backgrounds; school and career selection; Three Year Annual Education Plan results, external research, applications, surveys and research reports such as project from Research, Innovation and Dissemination Incentive funding.	Originating Department	E + 1 Y	E = Rescinded or replaced by new approved version	Operational Value AP 270, AP 449 Archival		
SI	Student Information	The function of providing students with programs and services in accordance with the School Act. Records cover such areas as admissions, transfers and withdrawals, Student Records, guidance and counseling, assessments, consent/ permission forms for special activities and programs, and extra-curriculum programs and participation.						
SI-01	Accommodation - Preliminary Assessment	Includes records used prior to a formal assessment, if required. Records may include anecdotal notes, accommodations and interventions used prior to formal assessments and supporting documentation.	Schools	E + 1 Y	E = Aug. 31	Operational Value AP 300	PIB	Stored in PowerSchool.

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Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Proposed Schedule Revision
SI-02	Bursaries and Awards	Includes records of bursaries and awards presented to students at commencement or graduation. Some awards managed by teachers, Student Services and Student Council. Includes both external and internal awards. Financial records regarding awards should be retained in appropriate record series in Finance See FA series.	Schools / Originating Department	E = 0	E = Aug. 31	Operational Value	PIB	
SI-03	Case Files - Counseling	Includes case files of students who are referred for counseling. Records include referrals, reports, and case notes, authorization and counseling working documents, testing and test keys and supporting documentation.	School Counselors / Originating Department	E + 10 Y	E = Date of graduation or exit of student from school	170, 184	PIB	Stored in PowerSchool
SI-04	Case Files - Specialized Services	Includes case files of students referred for counseling and specialized services available (Occupational Therapy, Speech Language Pathology Services, etc. Records include referrals, reports, and case notes, authorization and counseling working documents, testing and test keys and supporting documentation. Note: Final reports and recommendations are added to Student Records SI-10	School Counselors / Originating Site	E + 1 Y	E = Date of graduation or exit of student from school	170, 184	PIB	Stored in PowerSchool Additional records being kept by Schools
SI-05	Programs - Off Campus Education	Includes correspondence with potential employers, surveys, and monthly monitoring teacher reports, statistics and other records of work experience, dual credit. Excludes educational program administration and planning documents See EP Series	Schools / Originating Department	E + 3 Y	E = Aug. 31	120, 233	PIB	
SI-06	Registers - Student Attendance	Includes registers and reports concerning the enrolment / attendance of students, recording of daily attendance, and daily absence reports.	Schools	E + 13 Y	E = Aug. 31	Operational Value AP 330	PIB	

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Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Proposed Schedule Revision
SI-07	Specialized Assessment - Working Notes	Includes case files referencing students referred for a specialized assessment which may include but is not limited to psychological, learning, speech language, occupational, physical therapy, vision, hearing assessments, testing protocols, authorizations and supporting documentation. Final reports resulting from assessments are placed in the Student Record file See SI-10	Schools / Originating Department	E + 20 Y	E = Date of Birth	Operational Value AP 302	PIB	
SI-08-01	Student Activity - Administration	Includes records regarding the administration of student exchanges, off-site activity, field trips and arrangements for special events related to specific activities, such as concerts, festivals, track meets, facility tours, tournaments, art or essay contests, and science fairs. Records include correspondence, plans, schedules, etc.	Schools	E + 2 Y	E = Aug. 31	236, AP 260		
SI-08-02	Student Activity - Participation	Includes requests, consent / permission forms, acknowledgement of risk, correspondence and reports regarding school field trips and on and off-site activities, consent for working in school laboratories (labs) such as science labs. Also includes reports relating to the student(s) involved in student exchanges.	Originating Department	E + 2 Y	E = Aug. 31	236, AP 260, AP 337, AP 342, AP342.1	PIB	
SI-09	Student Marks	Includes information on students' courses completed, marks received and mark verification sheets, and teacher mark books. Also includes electronic records.	Schools	E + 1 Y	E = Verification in SIS (Student Info system)	180, AP 270	PIB	
SI-10-01	Student Records	Includes all information affecting the decisions made about the education of a student specified in the Student Record Regulation. Includes student attendance, student exam accommodation, student record transfer requests.	Schools	E + 25 Y or E + 7 Y	E = Date of Birth or Date of graduation	136, 170, 184, 185*, 246, AP 300, AP 302, AP 305, AP 360	PIB	Aligned with Student Record Regulation

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SI-10-02	Student Records – Discipline	Includes records for students related to discipline, particularly school suspension or expulsion that provide notification to parents of action taken. Considered part of the Student Record mandated by the Student Record Regulation.	Schools	E + 3 Y	E = Student Returns to School following Expulsion / Suspension	136, 170, 184, 185*, 246, AP 330, AP 336, AP 350, AP 351	PIB	Aligned with Student Record Regulation, separate item with shorter retention
SI-11-01	Student – Applicant Case Files	Includes records related to screening and selection for students admitted to attend. Records include application, registration information, testing results, observation notes, analysis reports, etc.	Board Office	E + 5 Y	E = Once student leaves the school	AP300	PIB	Addressing gap in prior schedule
SI-11-02	Student – Unsuccessful Applicants Case Files	Includes records related to unsuccessful applicants not accepted based on established criteria such as applications, testing results, reports, etc.	Board Office	E + 1 Y	E = September 30	AP 300	PIB	Addressing gap in prior schedule
SI -12	Crisis Response Planning	Includes records for response to situations arising within the division where staff respond providing counselling, support, services, etc.	Originating Site	E + 5 Y	E = Aug. 31		PIB	Addressing gap in prior schedule
SI-13	Student Medical Administration	Includes records for the administration of medication or personal care services for students such as those with life threatening allergies such as service request, management plans, consent forms, prescription information, health care professional instructions, emergency contacts and emergency plans. Parent / student may add medical information to Student Record SI-10 Risk reduction plans are added to HS-08	Schools	E + 2 Y	E = Date of graduation or exit of student from school	AP 316, AP 319, AP 336	PIB	Aligned with new legislated requirements related to Life Threatening Allergies
SI-14	Student Hearings and Appeals	Includes records of hearings and appeals. Records include correspondence, reports, discovery findings, hearing proceedings and final decisions.	Schools	E + 5 Y	E = Last action taken that advances claim	161, 170, 202	PIB	Changed from Legal function to reflect a matter that can be initially handled at school level then only escalated when required.
TR	Transportation	The function of providing students with transportation.						
TR-01	Bus Drivers - Logs	Includes records of hazard assessments by bus drivers identifying hazards in sight line, bus stop safety with responses and actions taken.	Transportation Services	E + 7 Y	E = Aug. 31	237, 238		

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Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Proposed Schedule Revision
TR-02	Requests, Complaints, Appeals	Includes records concerning grievances and documentation of complaints or appeals to request Student Bus Services, such as school of choice appeals, yard service appeals, school bus stop complaints, etc.	Transportation Services	E + 3 Y	E = Aug. 31	Operational Value AP 113	PIB	
TR-03	Routes	Includes route maps, extra service runs, temporary alternate routes, route optimization, bus passenger lists, route maintenance requests.	Transportation Services	E + 5 Y	E = Aug. 31	Operational Value	PIB	
TR-04	Student Bus Services	Includes records concerning transportation / busing for transportation of students to and from schools, Special Education, off site activities, field trips, and special programs. Records include bus schedules, registration for transportation, bus routes, boundaries and student lists (names and addresses).	Transportation Services / Schools	E + 7 Y	E = Aug. 31	Operational Value AP 560	PIB	
TR-05	Student Incidents Reports	Includes records relating to behaviour / misconduct. Excludes accident reports See LE-01	Schools	E + 1 Y	E = Date of graduation or transfer of student from school	Operational Value 245	PIB	

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