

POLICY

No. B.25

RETENTION AND DESTRUCTION OF RECORDS

*Adopted: 02-06-17
Amended: 03-04-14
Amended: 13-05-14
Amended: 14-01-13
Reviewed: 15-01-12
Reviewed: 15-10-11
Reviewed: 16-10-11
Reviewed: 17-10-10*

Policy

Records held by School District 84 (Vancouver Island West) will be retained while they are of use in the operation of the District and in compliance with pertinent Federal and Provincial legislation. A retention procedure outlines the minimum period of time which specific records must be retained.

While this policy provides for minimum periods of retention of documents, it is recognized that statutes as may be enacted may dictate other periods of time and provisions and take precedence over the time periods specified in the regulations that accompany this policy.

Where accounts and records are maintained in an electronic data processing system, the system must include a method of producing visible and legible records that will provide adequate information to verify taxable income.

Once records are past the applicable retention period, the Superintendent of Schools/Secretary-Treasurer, the Principal of the school or the Supervisor of the department responsible for the records is authorized to destroy them if he or she is satisfied that the records are of no further use and that they have no historical or archival value. Records that contain personal or confidential information should be destroyed in a manner that retains confidentiality of the records.

REGULATION

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Regulation

These regulations are developed as a guide to the disposal and retention of District documents.

Federal and Provincial Acts, e.g. Employment Insurance, Workers' Compensation, Income Tax, Customs and Excise, etc., require that certain documents be retained for audit and other purposes. It should be understood, therefore, that where an Act specifies a period longer than that given in this regulation, the Act takes precedence. If there is any doubt as to what procedure is necessary, the appropriate authority should be contacted.

Retention and disposal of documents not listed and not required to be retained for a period specified by law should be taken into account for their future value for legal, historical or statistical purposes and the availability of similar data elsewhere.

Minimum period of retention:

Administration – General

- General
- Handbooks, by Title
- Policy and Procedures
- Current school year plus two years
- Until superseded or obsolete plus two years
- Until superseded or obsolete plus two years

Administration – District Organization and Reorganization

- General
- Goals and Objectives
- Procedures
- Organizational Charts
- Current school year plus two years
- Until superseded or obsolete plus two years
- Until superseded or obsolete plus two years
- Until superseded or obsolete plus two years

Board of Education Records:

- Board Meetings – Agenda Packages and Minutes
- Committees – Agenda Packages and Minutes
- Debenture and By-law Register
- Debenture and Coupons Redeemed
- Elections – Trustee:
 - Ballots Used in the Election
 - Nomination and Endorsement Documents
 - Stubs for Ballots Used in the Election
- Copies of the List of Electors Used for
- Permanent
- Permanent
- Permanent
- Six years after year redeemed
- Eight weeks after the declaration of the official election results
- Five years after voting day
- Eight weeks after the declaration of the official election results
- Eight weeks after the declaration of the official election

Voting Proceedings

- Voting Books Used in the Election
- Solemn Declarations Taken and Signed Written Statements or Declarations in Relation to Voting
- Financial Disclosure Statements
- Litigation
- Notice of Appeal

- Policies and Regulations
- Reports and Statistics
- Resolutions
- School Trustees' List
- Trustee Oaths, Declaration and Disclosure Statements Once Elected

Buildings, Properties and Vehicles:

- Acquisitions and Disposals
- Appraisal and Inventory Records
- Building Plans, Specifications Changes, Guarantees, Bonds, Liens, and Valuable Correspondence
- Community Use of Facilities
- Equipment
- Maintenance Records
- Rental or Lease of Facilities
- Requests for Proposals (RFP's)
- Seismic Assessments
- Telecommunication Systems – General
- Titles and Deeds
- Vehicles and Yard Equipment

Ceremonies and Celebrations

Communications:

- Annual Reports as Required by the *School Act*
- District Publications and Newsletters
- Freedom of Information Requests
- Freedom of Information Requests to Correct

- Legal Opinions
- Requests to Review Freedom of Information Decisions

Computer Technology:

- Access and Use Agreement Consent Forms
- Information Technology

- Networks, Backup, Security, Licenses

results

- Eight weeks after the declaration of the official election results
- Eight weeks after the declaration of the official election results

- Six years
- Permanent
- Retain until student reaches age 19 plus three years, then destroy
- Permanent
- Permanent
- Permanent
- While current
- For term of office, then destroy

- Permanent
- Six years after year of asset disposal
- Six years after year of asset disposal

- Current school year plus six years, then destroy
- Until equipment is obsolete plus six years, then destroy
- Current school year plus six years
- Six years after year of rental or lease
- Expiry of tender plus six years
- Current school year plus six years, then destroy
- Current school year plus six years, then destroy
- Permanent
- Until disposal of vehicle/equipment plus one year, then destroy

- Current school year plus two years, then destroy

- Permanent
- Permanent
- Current school year plus six years, then destroy
- Six years after the personal information has been updated, annotated or request has been transferred to another public body
- Permanent
- Six years after investigation, review, inquiry, or adjudication is complete or order has been issued

- Current school year plus two years, then destroy
- Projects – until implemented plus six years, then destroy; all other – current school year plus two years, then destroy
- Software Licenses – retain until obsolete plus two years, then destroy; all other - current school year plus two years, then destroy

Disposal and Surplus

- Policies and Procedures
- Disposals
- Permanent
- Upon completion of transaction plus one year

Educational Programs and Services

- Challenge Process – Learning Materials
- Community Partnerships
- Community Use of Schools
- Counselling Programs and Services
- Enhancement Agreements
- Examinations
- Field Trips, by Date and Title
- Local Education Agreements
- Professional and Staff Development
- Records Relating to Programs
- Permanent Retention
- Six years after expiry of agreement
- Current year plus one year
- Retain for three years after program is replaced, and selectively retain policy and program information
- Permanent
- Current school year plus six years
- Two years
- Permanent
- Four years
- Retain for three years after program is replaced, and selectively retain policy and program information
- Retain for three years after examinations are replaced, then selectively retain policy and program information
- Current plus one year
- Records Relating to the Development and Administration of Examinations
- Scheduling/Timetabling

Equipment Records

- Equipment History Files
- Office Machines History Files
- Telecommunication Equipment
- Life of equipment plus two years
- Life of machine plus two years
- Until equipment is replaced plus two years

Financial Records:

- Accounting, General
- Annual Budgets and Summary Supporting Documents
- Annual Audited Financial Statements
- Auditor's Report
- Authorization for Expenditure of Capital Funds
- Bank Statements, Debit and Credit Notes
- Cancelled Cheques
- Capital Files
- Cheque Duplicates, Invoices, Requisition, Purchase Orders
- Deposit Books
- Donations
- Employee Travel Claims
- General Ledger
- Grants
- Invoices Billed
- Loans, Authorization
- Loans, Cancelled Notes
- Ministry of Education Financial Information Reports
- Ministry of Education Data Collection
- Mortgages and Leases
- Purchase Orders
- Receipts Issued
- Referenda Data (Subsequent Changes, Orders-In-Council, etc.)
- School Funds
- Signing Authorities
- Statement of Financial Information (SOFI)
- Current plus six years
- Current plus six years
- Permanent
- Permanent
- Permanent
- Current plus six years
- Current plus six years
- Seven years
- Current plus six years
- Current school year plus ten years, then destroy
- Current plus six years
- Permanent
- Six years
- Six years after year of creation
- Six years or term of loan, if longer
- Six years after year of creation
- Permanent
- Seven years
- Six years after expiration of term
- Six years after year of creation
- Six years after year issued
- Six years after year of asset
- Current plus six years
- Superseded or obsolete plus one year
- Permanent

- Subsidiary Ledgers and Journals
- Tax Reporting – GST, PST, HST
- Tenders and Quotations
- Current plus six years
- Current plus six years
- Current plus six years

General Records:

- Parents' Advisory Council By-laws
- Routine Correspondence
- Permanent
- Six years after year of creation

Health and Safety Records:

- First Aid Certification
- First Aid Records
- Minutes of Meetings
- Policy and Procedures
- Risk Assessments
- Training Records
- Trends and Statistics
- Violence Incident Reports
- WSCB Audits
- WSBC Claims
- WSCB Inspection Reports
- Three years
- 10 years
- Three years
- Permanent
- Current school year plus ten years, then destroy
- Three years
- Permanent
- Six years after the year of creation
- Six years
- Six years after employee leaves District
- Six years

Human Resources Records:

- Applications for Job Competitions
- Bargaining/Negotiations Records
- Collective Agreements with Unions
- Employment Agreements with Administrative and Excluded Staff
- Criminal Record Checks
- Grievances/Arbitrations
- Harassment Investigation Files
- Job Postings
- Labour Relations – General
- Leave Records
- Letters of Discipline
- One year after position is filled
- Permanent
- Permanent
- Ten years after year employee leaves District
- Six years after the year employee or volunteer leaves District
- Permanent
- Ten years after conclusion of investigation
- Current year plus six years
- Current year plus six years
- Six years after the year employee leaves District
- According to Collective Agreement or six years after the year employee leaves District
- Ten years after the year employment ceases
- Ten years after the year employee leaves District
- One year after position is filled
- Permanent
- Current year plus six years
- Six months
- Current until inactive plus seven years, then destroy
- Personnel Files
- Recognition and Services Awards
- Reference Checks
- Seniority Lists
- Staff Lists
- Unsolicited Resumes
- Volunteers

Information Systems:

- Computer Tech Licences
- Hardware and Software History Files
- System Problem Tracking
- User ID's
- Until superseded or obsolete plus two years
- Life of equipment plus one year
- When user is removed from the system
- When user is removed from the system

Insurance Records:

- Claims
- Six years after claim has settled for adults; three years after age of majority is reached for individuals under 19 years of age; permanent for serious misconduct reports based on sexual misconduct
- Incident Reports
- Insurance Policies
- Purchase, Specifications, Acquisition, Maintenance and Repair Records
- Permanent
- Permanent
- Four years

Legal Matters:

- Agreements/Contracts
 - Retain until end of contract/agreement plus seven years, then destroy
- Bylaws
 - Permanent
- Permits and Licenses
 - Retain until expired plus seven years, then destroy
- Leases - General
 - Current school year plus seven years, then destroy
- Litigation
 - Until resolved plus six years, then destroy; for litigation relating to minors, retain until child reaches age 19 plus three years, then destroy; retain judgements until resolved, plus six years, then destroy
- Property Losses, Claims, Litigation
 - Until resolved plus six years, then destroy; for property losses and claims relating to minors, retain until child reaches age 19 plus three years, then destroy
- Personal Accidents, Injuries, Claims and Investigations
 - Current year plus three years, then destroy; for injuries relating to minors and for student related work injuries, retain until child reaches age 19 plus three years, then destroy; for incident of a serious nature (i.e. head injuries, sexual misconduct, etc.) – permanent retention.
- Insurance Policies and Reports
 - Policies – length of policy plus 25 years, then destroy; all other – current school year plus six years, then destroy

Parent Advisory Councils

- Correspondence and General
 - Current school year plus six years
- Minutes, Reports, Terms of Reference, Bylaws
 - Permanent

Payroll Records:

- Employee Payroll Register
 - Six years after the year employee leaves the District
- Employee Attendance Records
 - Six years after the year the employment ceases
- Employee WCB Forms
 - Six years after year of employment ceases
- Payroll Benefits
 - Current plus seven years
- Payroll Data Base
 - Six years after the year the employment ceases
- Payroll Deductions
 - Six years after the year the employment ceases
- Payroll – General
 - Current plus six years
- Pension Annual Reports
 - Permanent
- T4's – T4A's
 - Current plus six years

Professional and Staff Development:

- Programs/Seminars/In-Service/Conferences
 - Until program is superseded or obsolete plus three years, then destroy

Purchasing Records:

- Purchasing Contracts
 - Current plus six years
- Quotations and Relative Correspondence
 - Current plus six years
- Requisitions and Purchase Orders
 - Current plus six years

School Planning Councils

- Correspondence and General
 - Current school year plus six years
- Minutes, Reports and Terms of Reference
 - Permanent

Student Records:

- Accident Reports
 - 10 years from withdrawal or graduation from school
- Attendance Reports
 - Current year
- General Student Records (internal reports, teacher comments, referrals, etc.)
 - Six years after the student reaches the age of 19; then destroyed

- Nominal Rolls
 - Permanent Student Record Cards
 - Professional Assessment Reports from staff and/or outside agencies
 - Provincial Scholarships and District Awards
 - Records of Student Refused Admission
 - Senior Secondary School Transcripts
 - Student Information System Data (including attendance registers)
- Permanent
 - 55 years from withdrawal or graduation from school
 - 55 years from withdrawal or graduation from school
 - Six years past secondary school graduation
 - Current year plus one year
 - 55 years from withdrawal or graduation from school
 - Permanent

Transportation Data:

- School Bus Logs
 - School Bus Videotapes
 - Student Bus Registration Forms
 - Transportation Assistance Forms
 - Vehicle History Files
- Current plus two years
 - Two weeks or as required
 - One year after year of creation
 - One year after year of creation
 - Until vehicle is disposed of plus one year