

Administrative Procedure 185 - Records Retention

Background

Records of the Division, including its schools and other sites shall be maintained, kept, stored and disposed of in accordance with prevailing provincial/Division statutes, guidelines and procedures, as amended from time to time.

The records retention guideline, and the timelines and procedures for the disposal of all records maintained by the Division shall be in accordance with the schedule contained in the *Records Retention Guideline* approved by the Superintendent.

Procedures

1. A copy of the *Records Retention Guidelines* manual shall be available on the website,
2. It is the responsibility of each Principal/site manager to ensure all records under their authority are maintained, retained, stored and disposed of in accordance with Division/provincial guidelines and procedures.
3. Records management covers a broad spectrum of records such as accounting, purchasing, corporate, insurance, personnel, property and student records.
4. All records regardless of their format (e.g. paper, electronic, e-mail, photo, video or audio) or location are the sole property of the Division.
5. Electronic records must conform in the same manner as hard copy records.
6. If it is determined that a record or records are to be destroyed, complete [Form 185-1](#).

Effective: 1998-05-14

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