

### AP 517 – Educational Heritage

#### Purpose

The Board of Nanaimo Ladysmith Public Schools recognizes the importance of preserving records and memorabilia related to the school district's history and heritage. Schools are required to preserve historical information about students and are encouraged to preserve historical information about their schools and school activities. The Board supports partnerships with community groups that are able to assist in the preservation of records and memorabilia.

#### Procedure

In order to ensure the preservation of important records and memorabilia related to the history of education in Nanaimo Ladysmith Public Schools, the following procedures will apply.

#### Personal Information about Students

Schools are required, as outlined in *AP 334 – Student's Personal Records*, to maintain permanently files of students' Permanent Records Cards and senior secondary school statement.

In addition, schools are required to maintain permanently any student information from earlier eras, such as student registers. If schools are uncertain about which information is to be retained, they should contact the district's information and privacy coordinator before destroying any records.

Schools are encouraged to preserve at least one copy of each year's school yearbook. It should be noted that school yearbooks contain personal information and that such personal information is protected from disclosure under the *Freedom of Information and Protection of Privacy Act*.

#### Records Related to the History of Schools

Each school is encouraged to maintain files of documents that illustrate the history of the school. This could include a single copy of each issue of the school newsletter and programs for special events, such as school opening ceremonies.

Each school is also encouraged to preserve memorabilia that is unique to the school such as trophies, awards, and photographs of historic events. All material should be clearly labelled.

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Adopted: June 26, 1996

References: *Freedom of Information and Protection of Privacy Act*  
*AP 334 – Student's Personal Records*