



## **AP 519 – Retention and Destruction of Records**

### **Purpose**

Records held by Nanaimo Ladysmith Public Schools 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.

Once records are past the applicable retention period, 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 the confidentiality of the records.

### **Procedure**

The following retention schedule outlines the minimum amount of time that records of Nanaimo Ladysmith Public Schools must be retained and who is responsible for their retention and destruction.

#### **Board Records**

*Responsibility: Secretary-Treasurer's Office*

Board Policy	Permanent
Agendas of Regular and Special Board Meetings	Permanent
Minutes	Permanent
List of Electors	2 years after the year of creation
Notice of Meetings	1 year
Oaths and Declaration of Trustees	For term of office
School Trustee list	While current
Debenture and by-law register	Permanent
Debenture and coupons redeemed	6 years after the year redeemed
Contracts with senior staff	6 years after the year employee leaves district
Employee WCB forms	6 years after the year employment ceases

## Communications/Information and Privacy

*Responsibility: Communications Office*

Freedom of Information Requests	2 years after the calendar year of creation
Requests to Review Freedom of Information Decisions	5 years after investigation, review, inquiry or adjudication is complete and order has been issued
Freedom of Information requests to correct	2 years after the personal information has been updated, annotated, or request has been transferred to another public body

## Financial Records

*Responsibility: Finance Department*

Annual budget and summary supporting documents	Permanent
Auditor's reports	Permanent
Cancelled cheques	6 years after the year of creation
Cheque duplicates, invoices, requisitions, purchase orders	6 years after the year of creation
Employee Travel Claims	6 years after the year of creation
Ministry of Education financial information reports	Permanent
General ledger	Permanent
Invoices billed	6 years after the year of creation
Subsidiary ledgers and journals	6 years after the year of creation
Receipts issued	6 years after the year issued
Bank statements, debit and credit notes	6 years after the year of creation
Deposit books	6 years after the year of creation
Loans, authorization	6 years or term of loan, if longer
Loans, cancelled notes	6 years after the year of creation
Stop payment orders	1 year after the year of creation

## Facilities Records

*Responsibility: Facilities Department*

Rental of facilities	1 year after the year of rental
Appraisal and inventory records	6 years after the year of asset disposal
Authorization for expenditure of capital funds	6 years after the year capital plan completed
Building plans and specifications related change, guarantees, bonds, liens and valuable correspondence	6 years after the year of asset (with disposal)
Land titles, deeds and plans	6 years after the year of asset disposal
Mortgages and leases	6 years after expiration of term
Referenda Data (subsequent changes, orders-in-council, etc.)	6 years after the year of asset disposal

## Human Resource Records

*Responsibility: Human Resources Department*

Applications and Job Competitions	1 year after position is filled
Collective Agreements with Unions	Permanent
Contracts with individual employees	6 years after the year employee leaves district
Employee files	6 years after the year employee leaves district
First Aid Certification	6 years after the employee leaves district
Leave records	6 years after the employee leaves district
Individual grievance files	Permanent
Letters of discipline	According to collective agreement or 6 years after the year employee leaves district
Personnel File	6 years after the year employment ceases
Reference checks	1 year after position is filled
SDS	1 year after employment ceases
SDS – TTOC Dispatch	1 year
Seniority Lists	Permanent
Support Staff Subs	1 year
Unsolicited resumes	6 months
Violent incident reports	6 years after the year of creation

## Information Systems Records

*Responsibility: Information Systems*

User IDs	When user is removed from the system
System Problem-Tracking	When user is removed from the system

## Insurance Records

*Responsibility: Purchasing Department*

Incident Reports	1 year or until finalized
Claims	6 years after claim settled for adults; 2 years after age of majority is reached for individuals under 19 years
Insurance Policies	Permanent

## Payroll Records

*Responsibility: Payroll Department*

Employee Payroll Records	6 years after the year employee leaves district
Employee Attendance Records	6 years after the year employment ceases
Payroll Benefits	6 years after the year employment ceases
Payroll Database	6 years after the year employment ceases
Payroll Deductions	6 years after the year employment ceases

## **Purchasing Records**

*Responsibility: Purchasing Department*

Quotations and Relative Correspondence	6 years after the year of creation
Purchasing Contracts	6 years after the year of creation
Requisitions and Purchase Orders	6 years after the year of creation

## **Student Records** (see also [AP 334 Student's Personal Records](#))

*Responsibility: Information Systems*

Student Information System Data	Permanent
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*Responsibility: Schools*

Official Student File (Cumulative)	1 years after graduation
Permanent Record Cards	Permanent
Attendance Reports and Registers	Permanent
Official Designation File	1 years after graduation

*Responsibility: Assistant Superintendents' Offices*

Out-of-Catchment Attendance Request	1 year after decision is made about the request
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*Responsibility: Nanaimo-Ladysmith Schools Foundation*

Provincial Scholarships and District Awards	Permanent
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*Responsibility: Secondary Schools*

Senior Secondary School Transcript	Permanent
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*Responsibility: Teacher*

Teachers' student files	1 year after teacher no longer has student (selected records transferred to Primary Student File)
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Teacher/Specialist Teachers & Child, Youth and Family Support Worker Files	1 year after teacher no longer has student (selected records transferred to Primary Student File)
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*Responsibility: Principal*

Principal's Files	Useful life of record
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*Responsibility: Department of Learning Services*

District Generated Assessments (Psychology, SLP, etc.)	Permanent
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## **Transportation Data Records**

*Responsibility: Transportation Department*

Student Bus Registration Forms	1 year after the year of creation
Transportation Assistance Forms	1 year after the year of creation
School Bus Behaviour Report	1 year after the year of creation
School Bus Videotapes	1 year after the year of creation

Adopted: 2015

Reference: Administrative Procedures Manual – *Records Management: Records Classification Manual*