

RECORDS MANAGEMENT

Background

The Board of Education of School District #43 (the “District”) is committed to conducting its mandate and services in a manner that is transparent, accountable, and compliant with applicable personal information protection laws and other regulatory requirements concerning record retention. The purpose of Administrative Procedure 181 is to set out the District’s systems and processes for the retention and destruction of the records that it creates while performing its activities.

The Record Classification Manual (RCM) is the core document outlining files from all areas in the District. This includes both District Business and Education records. The RCM includes:

- Section and name of Office or Department
- Primary File Number (numerical number)
- Name or title of the file
- Retention Period the documents are legally retained
- Custodian with Primary Responsibility
- Type of File - Operational, Legislative, or Liability
- Identification of files that should be listed on the Personal Information Bank (PIB)

Included in this document is a Record Retention Matrix for both Business and Education Appendices.

This Administrative Procedure applies to all board members, officers, employees, and contracted service providers of the District (“**Personnel**”).

Definitions

Records: Any document created, maintained, or received by District employees during its operations or business, or in performing its legal duties and responsibilities, but does not include excluded records. Records include any papers, materials, devices, or other media on which information is stored, if they are within the custody and control of the School District.

Excluded Records: Records that employees possess, receive, access, or create that are personal in nature and do not pertain to District business.

Transitory Records: Records that are created or prepared for the limited purpose of preparing final or permanent records and include working papers and draft copies of documents.

Learning Resources: Any teaching tool created or acquired and used by an employee in the process of providing instructional programming.

Personal information: Information about or that concerns an identifiable individual. There are two main types of personal information, “Personally Identifiable Information” (PII) and “Sensitive Personal Information” (SPI). PII is any information that can be used to identify an individual, including, but not limited to, the person’s name, address, date of birth, phone number, and student or employee number. SPI is any information that is particularly “sensitive” and could be used to exploit an individual including: financial, medical, biometric and assessment data.

Personal information does not include business contact information such as information to enable an individual at a place of business to be contacted.

Custodian: The person with custody and control of a physical or digital record. In some cases, the custodian may be an administrator of a record system.

Retention periods: The length of time a record is kept is outlined in the Record Retention Matrix – Business and Education Appendices, in respect to the category of records.

Operator: The department or employee who acts as the Custodian of a record on behalf of the District.

Procedures

1. Roles and Responsibilities

- 1.1 The superintendent will designate an individual responsible for:
 - 1.1.1 Educating Personnel about their obligations under this administrative procedure.
 - 1.1.2 Ensuring that this administrative procedure is implemented and followed by Personnel.
 - 1.1.3 Ensuring procedures are in place to monitor the retention and destruction of records under this Administrative Procedure.
 - 1.1.4 Conducting regular reviews of the Administrative Procedure and making such modifications as may be necessary to ensure these procedures are effective and reflect current changes in the applicable laws.
 - 1.1.5 Maintaining a Records Classification Manual and Record Retention Matrix.
- 1.2 With respect to their functional area, the Superintendent, Executive members, Directors, Principals and Managers are responsible for:
 - 1.2.1 Authorizing records destruction adhering to the Record Retention Matrix - Business and Education Appendices.
 - 1.2.2 Suspending the destruction of records related to pending audits or suspected or actual litigation, to preserve evidence or relevant records identifying school or department level record operators to monitor the

application of this Administrative Procedure within the functional area and participate in regular retention requirement reviews.

- 1.2.3 Ensuring that the staff members they supervise comply with this administrative procedure and the retention periods.

1.3 All Personnel:

- 1.3.1 Will use the Records Classification Manual as the basis for their filing systems and utilize District approved tools to manage their records.
- 1.3.2 Are responsible for creating and maintaining records in compliance with relevant District policies and procedures.
- 1.3.3 When leaving their employment or position with the District, ensuring that all records are maintained and left in an orderly state.
- 1.3.4 Must not destroy records, or permit their removal, from the control of the District except in accordance with the Records Classification Manual and Record Retention Matrix.
- 1.3.5 Are responsible for reporting material non-compliance with this administrative procedure to their supervisor.

- 1.4 While the District does not prohibit limited personal use of its electronic systems and equipment (AP 140 -1), such use is also not encouraged, and Personnel should be aware that there is no expectation of privacy in such records which may be accessible to the District. Personnel who choose to use these systems or equipment for personal purposes are responsible for ensuring that any excluded records they create or maintain are segregated from District records and securely destroyed when no longer needed.

2. Record Retention

- 2.1 The District will retain all documents in accordance with the retention periods set out in the Record Retention Matrix – Business and Education Appendices.
- 2.2 The Operator listed in the Records Classification Manual has responsibility for ensuring that records for which they are responsible are retained for the applicable retention period, confirming they are not needed beyond their designated retention period for legal or audit purposes, and for approving their destruction.
- 2.3 Retention periods are calculated from the end of the school year in which the record was created.
- 2.4 Departments must abide by the minimum retention periods set out in the Record Retention Matrix – Business and Education Appendices as required by law but may retain records for an additional period if required for operational, legal, or business reasons. Questions about whether records should be retained

beyond the minimum retention period should be referred to the District Privacy Officer.

- 2.5 Records relating to actual or threatened litigation must be retained until the litigation is complete and all right of appeal have been exhausted or have expired.
- 2.6 Records Classification Manual and Record Retention Matrix may not reflect federal or provincial government policies or contractual provisions with third parties specifying alternate retention periods. It is the responsibility of the Operator to ensure compliance with such contractual or other governmental obligations as they relate to their area of responsibility and ensure the Records Classification Manual and Record Retention Matrix are updated accordingly.

3. Personal Information

- 3.1 The District recognizes that personal information about an identifiable individual must be retained for at least one year if the information is used for the purposes of making a decision that affects the individual.
- 3.2 The District seeks to protect the privacy of individuals by ensuring that personal information is destroyed when it is no longer needed, and the applicable retention period has passed.
- 3.3 Storage of any personal information is subject to AP180 – FIPPA, and District Privacy Impact Assessment Protocol.

4. Transitory Records

- 4.1 Subject to section 4.2, working papers, drafts, and other transitory records that are created in contemplation of the preparation of a final record should be destroyed when no longer needed.
- 4.2 When Transitory Records contain personal information that has not been recorded in a final or permanent record or otherwise retained by the District in another form, the requirements of section 3.1 apply.

5. Student Records

- 5.1 Student Records are subject to the terms of this Administrative Procedure and may be further subject to requirement as identified in AP 182 – Student Records.

6. Storage

- 6.1 These storage procedures apply to all records except for those identified as relating to Learning Resources. Learning Resources are subject to review and storage procedures as defined in AP 265 – Learning Resources.
- 6.2 Physical Records:

- 6.2.1 Storage facilities must be secure, with access limited to essential Personnel.
 - 6.2.2 Records kept in off-site storage must be properly labelled with the name of the department or service provider, contents, and expiry dates. Inventories of all records sent off-site must be maintained and audited periodically to protect against loss or theft of records.
 - 6.2.3 Service agreements with third-party storage providers must include provisions to ensure the privacy and security of records is maintained.
- 6.3 Electronic Records:
- 6.3.1 Electronic storage systems must be secured through role-based controlled access.
 - 6.3.2 Service agreements with third party storage providers must include provisions to ensure the privacy, security and custody of record is maintained.
 - 6.3.3 Records stored within applications of other District approved digital systems, and utilizing proprietary storage management protocols, may be exempted from filing structures identified in the Record Classification Manual. This exemption requires that the filing structure within those systems is documented, and the retention rules identified in the Records Classification Manual and Record Retention Matrix are appropriately applied. Permission for records stored in an alternate digital system other than the Record Classification Manual system must be approved by the District Privacy Officer.
 - 6.3.4 Email records are maintained in accordance with the District Electronic Communication Management Protocol.

7. Disposal

- 7.1 Once the retention period for a record has expired, the Records will be scheduled for secure destruction, unless there is a business, legal or operational reason to retain them for a period exceeding the retention period specified in the Record Retention Matrix – Business and Education Appendices.
- 7.2 The destruction of all records must be approved by the applicable Operator. Records or all such approvals and confirmation of the secure destruction of records will be maintained by the Operator.
- 7.3 Records containing personal information pertaining to identifiable individuals will be destroyed by secure means to ensure the confidentiality and security of the records.
- 7.4 Personal information or other confidential materials stored electronically will be

securely destroyed by ensuring that the electronic storage method (tapes, disks, cassettes, compact disks, flash drives) are rendered unreadable using appropriate mechanical, physical, or electronic processes.

8. Conversion to Electronic Record

- 8.1 The *Electronic Transactions Act* (BC) provides that most records stored in electronic form will have the same legal effect as the hard copy original, provided that the conditions set out below are met.
- 8.2 Hard copy records may be converted and retained in electronic form, provided that the electronic copy is accessible, legible, and secure.
- 8.3 The Operator must conduct a verification process to ensure that the electronic copy constitutes a complete and unaltered likeness of the original.
- 8.4 Following the conversion of hard copy records, the appropriate Operator must approve the destruction of hard copy originals. Originals may not be destroyed if they constitute a trust document, power of attorney, or a document effecting a transfer of an interest in land.

9. System Implementation

- 9.1 Any new record system or systematic data collection processes must be reviewed by the Privacy Officer prior to implementation to ensure full compliance with this Administrative Procedure, FIPPA and other relevant regulatory requirements upon implementation.
- 9.2 As the District administers a large number of data systems, it is recognized that time is required to fully and effectively transition active systems and processes to the filing procedures identified in this Administrative Procedure.
 - 9.2.1** Subject to record-specific regulatory compliance requirements, schools and operational departments are expected to transition existing process and systems to compliance with these procedures as soon as reasonably possible and not more than 2 years from the date these procedures come into effect. The Superintendent may grant an extension to the transition period in exceptional circumstances, where legally permitted, to ensure continuity of service.
 - 9.2.2** Existing processes and systems must continue to comply with the relevant previous Administrative Procedures during the transition period.
 - 9.2.3** Historical archives are not required to be transitioned to new filing structures identified in the Records Classification Manual however all other requirements of this Administrative Procedure will apply.

10. Fees

- 10.1 The Board or designate is authorized to establish fees for the retrieval and reproduction of records.

Revised September 2023

Retention Matrix Appendix 1: Business

Retention Policy	Appendix 1	2020
Category/Department	Types of Files/Records	Retention Requirements
District Planning - Strategic Planning	Strategic plans/ working papers	15 years
District Planning - Educational Planning and Development	- Programs in proposal process - Non-approved final proposals	15 years
District Planning - Community Consultations	Final Documents/ working papers	15 years
District Planning - Accountability Framework	District Planning – District Achievement Plan/ school plans by site/ Superintendent’s Report on Achievement	Current + 4 years
District Planning - Programs/Service Review	Program review final documents, by name/ working papers	Current + 10 years Current + 2 years
District Planning - Business Initiative Planning/Review	- Business initiative, final documents - Review of existing or rejected initiatives	Until approved - reclassify Current + 6 years
District Planning - School Consolidation/Closure	Consolidation/ closure final documents by site	Permanent
District Planning - School Catchment Areas	School catchment areas	Current + 5 years
District Planning -Reports and Statistics – Ministry	Ministry reports by year including support documents for 1701 and Class Size and Composition	17 years
District Planning - Demographics	Strategic Plans and working papers	15 years
District Planning - Educational Research	- Graduate (employee) study research projects - Third Party Research Projects	Current + 5 years Current + 17 years
District Planning - School Calendar and Schedule	School Calendar	Current + 17 years

District Planning – School Organization	School Organization	Current + 17 years
District Planning – District Leadership Team	Agenda and minutes	Current + 3 years
District Planning – Parent Advisory Councils	District Parent Advisory Council; Parent Advisory Council by site; Approval of video surveillance	Current + 1 year 5 years
District Planning – Student Leadership Councils	District Student Leadership Council; Student Council, by site	Current + 1 year
District Planning – Emergency Planning and Operations	Standard Emergency Operating Procedures	2 years
District Planning – School Administration	School Fee – Support Document	Current + 6 years

Category/ Department	Types of Files/Records	Retention Requirements
Administration	General/Procedures/Forms	Current
Administration - District Organization & Reorganization	- Organizational Charts - Reorganizational Proposals	Current + 17 years
Administration - District Policies	Approved Policies/ Administrative Policies	Until superseded or obsolete
Administration - Board of Education General	Trustees Oaths, Declarations, and Disclosure Statements/Bulletins/ Correspondence	5 years
Administration - Board of Education Meetings	- In Camera, Regular - Committees - appointments, agendas, minutes - Meeting's - agenda, minutes, action items, delegation requests, notices of appeal; supporting documents for student suspensions	Permanent Until student is age 22
Administration - Board of Education Committees	- Committees - appointments, agendas, minutes - Committees' terms of reference	Current + 3 years
Administration - Government - Ministry of Education	- Funding; publications; news releases - Deputy Minister/ Superintendent	Current + 6 years Current + 2 years

Administration - Government - Other	- Government - Other - local, provincial, federal, other SD's - Acts/legislation	Current + 6 years
Administration - Associations, Commissions, Councils - External	- District Administration - general - Associations, Commissions, Councils - External - by name	2 years
Administration - Appreciation	Appreciation, Commissions, Councils - by name	Current + 1 year
Administration - Appreciation Special Events	Special Events - by name, year	Current + 1 year
Administration - Seminars and Conferences	- Seminars/Conferences - attended - Colleges/Universities - by name, year	Current + 1 year Current + 6 years if financial records included
Administration - Concerns and Inquiries	- All types - Confidential files related to complaints	Current + 6 years
Administration – Lectures and Speeches	Lecture/speech, by name	Current + 4 years
Administration - Operational Studies, Practices, Research	Studies, by topic and year	Current + 10 years
Administration - Records Management	Records Classification Manual/ Destruction Notifications/ Approvals	Permanent

Category / Department	Types of File/Records	Retention Requirements
Legal Matters – Bylaws	Budget, capital project; land; school tenure; borrowing; Bylaws – school district bylaws, infractions, ministry bylaws, PAC bylaws	Permanent
Legal Matters – Agreements and Contracts	- Agreements/Contracts – when over - Agreement/Contract – index - Corporate sponsorship / partnership – when over - Signed contracts - Capital Site Files	Expiry of contract + 6 years
Legal Matters – Copyright and Trademarks	Owned copyright/ trademark registration, by name; third party copyright/ trademark permissions	Permanent Term of use + 3 years
Legal Matters - General	Legal matters, by issue	Current + 10 years

Legal Matters – Legal Opinions	Requested Legal Opinions, by subject; BCSTA legal opinions/ bulletins	Current + 49 years
Legal Matters – Litigations - General	- Cases without financial consequences, by name - Cases with financial consequences	Resolution + 1 year Resolution + 6 years <i>or</i> + 10 years for trusts
Legal Matters – Litigation Human Rights	Cases by name	Resolution + 6 years
Legal Matters – Requests for Information - Personal	Requests for information	Current + 2 years
Legal Matters – Requests for Information - Organizational	FIPPA Logbook of Requests, by year; FIPPA requests, by number	Current + 9 years

Department/Category	Types of Files/Records	Retention Requirements
Human Resources – Attendance, Promotion and Support Program	- Absence Information - Meeting Notes - Correspondence	Period of employment + 7 years
Human Resources – Benefits	- Benefit Enrolment Information - Beneficiary Information - Waiver of Premiums	Period of employment + 7 years
Human Resources - Benefits	Benefits plans	Current + 20 years
Human Resources - Benefits	Benefit plans - internal	Current + 40 years
Human Resources – Classifications – Positions	- Position Classifications – CUPE - Position Classification reviews – CUPE - Position Classifications - Procedures - CUPE	Permanent/ Life of District
Human Resources – Disability Management	- Medical Leaves – medical information - Accommodations - Return to work	Period of employment + 7 years

	Long Term Disability	
Human Resources – Employee File	- Employee File - Contracts, Letters of Employment and Salary Confirmation - General Leaves - Letters of Expectation; Termination; Discipline; Suspension - Administrators’ Evaluations and Placement Requests - Vice Principals and Coordinator Files	Period of employment + 7 years 2 years for staff development
Human Resources – Labour Relations	- Employee File - Letters of Expectation - Letters of Termination - Letters of Discipline - Letters of Suspension	Permanent/ Life of District (if employee attached to a grievance, arbitration, investigation, and/or litigation that requires permanent retention)
Human Resources – Labour Relations	- Guides - Training Programs	Current version + 2 years
Human Resources – Labour Relations	Class size composition/Remedy	Per direction from BCPSEA/ Ministry of Education
Human Resources – Labour Relations	- Grievances - Arbitrations - Litigation - Labour Dispute - Negotiations - Mediations - Collective Agreement - Formal Investigations - Resource and Reference Material - Legal advice - Memos - CA Interpretation - CA Advice	Permanent/ Life of District

	Letters of Understanding	
Human Resources – Occupational Health & Safety	- Violent Incident Reports - Near Miss - First Aid Certificates	Period of employment + 7 years
Human Resources – Occupational Health & Safety	- Claims - Claim Challenges	Period of employment + 7 years or 3 years from closing – whichever is later
Human Resources – Occupational Health & Safety	- Guides - Programs - Hazardous Material Programs - WorkSafe BC Audits	Per WorkSafe BC Regulations
Human Resources – Staffing/Recruitment	- Employee evaluations - Testing	Period of employment + 7 years
Human Resources – Staffing/Recruitment	Unsolicited external applications/resumes	1 year
Human Resources – Staffing/Recruitment	- Internal Competitions under Grievance - Seniority Lists	Permanent/ Life of District
Human Resources – Staffing/Recruitment	- Recruitment resources (web, ads, postings) - Contract templates - Job descriptions	Current version
Human Resources – Staffing / Recruitment	- Internal Competition Files - External Competition Files - Reference Checks	14 months after position filled (under Human Rights, an individual has up to 12 months to file a complaint – the additional 2 months allow for this instance)

Department/Category	Types of Files/Records	Retention Requirements
Communications and Public Relations	Communications Strategy; plan; audit; branding (final permanent)	Current + 4 years
Public Relations - General	Brochures, newsletters, media	Current + 4 years
Public Relations – Advertising and Marketing	Proofs, corporate sponsorships, program/product brochures	Current + 6 years
Public Relations – Exhibits, Fairs, Trade Shows	Equipment inventory, exhibits, trade shows	Current
Public Relations - Images	Special events, schools, trustees, and staff, student activity photos, employees, logos, release forms	Current + 2 years to Permanent if signed off for release
Public Relations – Special Events	School opening, retirement event, long service event	Current +2 years

Category/ Department	Types of Files/Records	Retention Requirements
Finance Invoices and Working Papers	- Accounts Payable vendor invoices - T2200's, T4A's and charitable tax receipts; GST Rebate Filings; Charity Returns - Audit working papers; Budget working paper; Internal and external financial reporting - Accounts Receivable invoices; AR payments and deposits; Bank deposit records; Bank reconciliation - Journal Entries w/backup - KEV School Cash Online records - Loans, authorizations/cancelled notes	7 years
Finance Banking Resolutions	Banking Resolutions	Termination of relationship with bank + 6 years

Finance - Revenue	Grants, fees, services, donations, and bequests; investments	Current year + 6 years
Finance Reports and Records	- Financial Statements including audits - Budget Document w/bylaw - Banking Agreements - Some Capital Records - Some Insurance Records - General ledger & sub ledger - Fixed assets - Internal analysis and reports	Permanent/ Life of District Current + 10 years
Category/ Department	Types of Files/Records	Retention Requirements
Budgets - General	- General - Procedures - Forms	Current year Current version Current version
Budgets - Operating	- General - Procedures (budget preparation instructions) - Forms - Forecasting and internal reporting - Operating plans/budgets, by school year - Budget working papers, by school year	Current year Current version Current version Current year + 4 years Current year + 9 years Current year + 6 years
Budgets - Capital	- General - Procedures - Forms - Capital Project cashflow forecasts, by site - Budget variations (given to Accounting)	Current year Current version Current version Project completion + 6 years Project completion + 6 years
Budgets - Trust	- General - Procedures - Forms - Forecasting and internal reporting - Operating plans/budgets, by school year - Budget working papers	Current year Current version Current version Current year + 4 years Current year + 9 years Current year + 6 years
Budgets – Annual Facilities Grant	- General - Procedures - Forms	Current year Current version

	• Forecasting and internal reporting • Operating plans/budget by school year • Budget working papers, by school year	Current version Current year + 4 years Current year + 9 years Current year + 6 years
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Category/ Department	Types of Files/Records	Retention Requirements
Payroll - Payments and Reports	• Individual employee payroll records/timesheets • Payroll processing reports (pay register etc.) • T4/T4A • Pay Period Files (Earnings/deduction including benefit adjustments/storage bank adjustments/EFT info) • ROE's and EI request for info • Payroll deductions • Garnishments • Payroll benefits • Disability claims (WCB/ICBC/STD/LTD) • Grievance/ Injury claims/ payments • Retirement/Termination payouts and pension info • Pension Payments • Payroll Invoices/Remittance Calculations • Quarterly/Annual WCB Reports	7 years
Payroll – Payments and Reports	• Annual Pension Reporting • Retro Payments	7 years

Payroll – Payments and Reports	Electronic pay statements	5 years
Payroll - Letters	- Employment Verification Letters - Confirmation of wage loss letters - Union Member Report	2 years

Category/ Department	Types of Files/Records	Retention/Requirements
Purchasing - Contracts, Orders and Agreements	- Purchase orders - Contracts - EDCO/ BCEM/ERAC/PSB Notes, contract information - Contract/commodity/vendor folders (life of contract plus additional years) - School files - Signed requisitions - Requisition records/numbers - Tender/RFP/Other solicitation responses - Journal Entry - Evaluation documents - Vehicle insurance documents - Cellular phone forms - Department business aspects - Rental licensing agreements - Location Agreements - Rental Applications - Rental Contracts/Operations	7 years 7 years from the end of the contract 7 years 7 years from the end of the contract 7 years 7 years from the end of the contract

	• New school provisioning files including warranty, building, security, roof, structural documents (Longer than 7 years) • Transportation services/contracts for students	
Purchasing Record/Forms	• BMO Reports/Forms • Department vacation schedule • Cellular phone records • Bonding copies (5 years after project completion) • Department related Administrative Procedures	5 years 5 years from end of the relationship with the contractor Until superseded
Purchasing - Purchases and Rentals	• Paper records of school purchases Archived after two years • Rental files	2 years
Purchasing – Legal Files	• Any file involving a legal dispute	Permanent/ Life of District
Purchasing - Warranties and Records	• Warranty information (life of goods warranty period) • Vehicle leasing info (life of vehicle + additional years)	Length of Warranty + 1 year <i>or</i> lease expiration + 6 years

Category/ Department	Types of Files/Records	Retention Requirements
Facilities Management - General	• General	Current year
	• Procedures	Current version
	• Standard forms	Current version
Facilities Management - Administration	• Staff files/ email	Length of employment
	• Meetings - FAC, Capital Projects, other	5 years
	• Org chart	Current version + previous
	• Job descriptions	Current version + previous
	• Financial records	7 years
	• Security	7 years
	• Utilities-agreements/ invoices/ payments	7 years from the end of the contract
	• Joint use agreements/ rental agreements	10 years from the end of the contract
	• Portable inventory	Current version
	• Safety procedures	Current version
	• Classroom inventory	Current and previous
	• Design guidelines	Current version
	• Committees	10 years
	• MOE-documents & templates	Current version
	• Memberships	2 years
	• Correspondence	2 years
	• Vandalism	10 years
	• Insurance-employee vehicles	Current version
	• Playgrounds	Life + 2 years
	• Work requests	5 years
Facilities Management - Sites	• Property appraisals/ assessments/ disposal	Life of District
	• Municipal agreements	Current version + previous

Facilities Management - Sites	• Legal files	Life of District
	• Correspondence	Current + 10 years
Facilities Management - Planning	• Demographic studies/ Enrolment Projections	Current + 10 years
	• Public consultation	Current version + 10 years
	• Capital planning	Current version + previous
	• Catchments	Current year + previous
	• Principal of Facility Initiatives	Current + 10 years
	• School board presentations	Current + 2 years
	• Municipal Planning & Correspondence	Current + 10 years
Facilities Management - Records/ Facility Information	• Hazmat reports /remediation/ disposal manifests	Life of the District
	• Testing reports	Life of Facility
	• As built documents	Life of Facility/ archive older versions
	• Survey plans	Current & archived
	• Geotechnical reports	Current & archived
	• Environmental reports	Current & archived
	• Arborist reports/ tree marks	Current + 10 years
	• Safety monitoring (air/noise)	Life of Facility
	• Fire safety plans	Current version
	• Seismic studies	Life of Facility
	• Mechanical reports	Life of Facility
	• Electrical reports	Life of Facility
	• Traffic studies	Current version
	• Facility reports	Current version
	• Roofing reports	Current version

Category/ Department	Types of Files/Records	Retention Requirements
Facility Capital Projects General	Adventure Playgrounds	Life + 2 years
	BER Envelope Program/ BCH agreement	Current version
	Pre-qualified contractors	Current version
	Pre-qualified consultants	Current version
	Criminal record checks (contractors)	Length of employment
	Security access-contractors	Length of employment
	Regulatory license, approvals, registrations	Current version
	Media articles/promotions/ presentations	10 years
	Facilities Database history	Life of software + 10 years

Facility Capital Projects Funding/ Contracts/ Agreements	Budgets	Life of Facility
	Prime consultant contract & invoices	Life of Facility
	Geotechnical consultant & invoices	Life of Facility
	Civil consultant & invoices	Life of Facility
	Other consultants (e.g., soils)	Life of Facility
Facility Capital Projects Pre- Planning	Legal	Life of Facility
	Appraisal/ Property Acquisition	Life of Facility
	Surveys	Life of Facility
	Environmental/ Arborist	Life of Facility
	Traffic studies	Life of Facility
	Geotechnical investigation/reports	Life of Facility

	Principal facility initiative (project specific)	Life of Facility
	Ministry correspondence	Life of Facility
	Municipal correspondence	Life of Facility
	School Board correspondence	Life of Facility
	School correspondence	Life of Facility
	Maintenance correspondence	Life of Facility
Facility Capital Projects Planning & Development	Architect/Prime Consultant	Life of the building
	Structural	Life of the District
	Mechanical	Life of Facility
	Electrical	Life of Facility
	All other consultants	Life of Facility
	Civil	Life of Facility
	Environmental / Arborist	Life of Facility
	Hazmat	Life of Facility
	Cost consultant/ QS	Life of Facility
	Geotechnical	Life of Facility
	Minutes of meetings	Life of Facility
	LEED	Current project + 5 years
	Commissioning	Life of Facility
	Site Services – Tel/gas/BCH/ QNet/ City	Life of Facility
	All permit correspondence	Life of Facility
Facility Capital Projects Construction	Schedule	Life of Facility
	Tender/Addenda/bonds/Award	Life of Facility
	Contractor Correspondence	Life of Facility
	Contract #1 – progress claims/ payments	Life of Facility
	Contract #2 – progress claims/ payments	Life of Facility

	• CCO/ NOC/ - incl. all backup	Life of Facility
	• RFI & responses	Life of Facility
	• Change orders/ Change Directives	Life of Facility
	• Site instructions	Life of Facility
	• Testing – concrete/ steel/ compaction	Life of Facility
	• Site meeting minutes	Life of Facility
	• Inspection reports - consultants	Life of Facility
	• Hazmat reports/ testing	Life of Facility
	• Commissioning Agent / reports/ minutes	Life of Facility
	• LEED – reports/ minutes/ applications	Life of Facility
	• Insurance – correspondence/ documents/ claims	Life of Facility
	• Shop drawings	Life of Facility
	• Contractor claims/ disputes/ legal	Life of Facility
	• Project safety	Life of Facility
Facility Capital Projects Project Close Out	• Deficiencies	Project + 2 years
	• Substantial Performance	Life of Facility
	• Warranty/ Guarantee	Life of Facility
	• Occupancy/fire safety plans	Life of Facility
	• Maintenance manuals	Current version/ Life of Facility
	• As built documents	Current version/ Life of Facility

Department/Category	Types of Files/Records	Retention Requirements
Non-Teaching Pension Plan	- Operational Files - Legal Opinion	Permanent/ Life of District

Non-Teaching Pension Plan Governance Policies	Governance Policies	Until superseded
Non-Teaching Pension Plan – Retirement Committee	- Retirement Committee – Terms of reference - Agenda, minutes, action items	Permanent
Non-Teaching Pension Plan Pensioners/ Retirees	Pensioner files; payroll records; correspondence; newsletters; indexing/ bridging provisions	Death/ end of payment +7 years
Non-Teaching Pension Plan Reporting	Reporting-Administration reports; actuarial Valuations; financial statements	Current + 7 years
Non-Teaching Pension Plan Investments	Investments/ Asset Liability Studies & Agreements	Until superseded or end of agreement + 7 years
Non-Teaching Pension Plan MPP Transition Documents	CUPE, MPP, FICOM, NTPP documents	Permanent
Non-Teaching Pension Plan Post Retirement Group Benefits	Agreements; Plan Member documents; Member Listing; Legal	Permanent

Category/ Department	Types of Files/Records	Retention Requirements
Information Services Planning	- Strategic Planning - Project Planning and implementation	5 years
Information Services Service	- Service/ Incident/ Problem Management/ Reporting - Training Manual/ Teaching materials training	Current year + 2 years Current year + 3 years
Information Services Reporting	- Data Warehouse - Extracts for Ministry reporting	Legislated requirements for Ministry reports and Student Records
Information Services Access	Access to District services	Duration of employment or attendance in schools
Category/ Department	Types of Files/Records	Retention Requirements

Maintenance Operating Files	• Alarm reports/ Calls to security • Background on grievances • Insurance claims • Operating permits • Accounting files/invoices for Caretaking/ Maintenance/ contracts • Asset Planner work orders/ Maintenance records	7 years
Maintenance Planning	• Fire safety plans (after code changes) • Planning documents for annual Facilities grant • Future projects planning • Budget planning	5 years
Maintenance Service and Inspections	• Atrieve – call out • Packing Slips • Sprinkler inspections • Water Quality • Truck Inspections	2 years
Maintenance Plans and Project Files	• Asset Planner/ Web Works • Project files • Hazardous Materials surveys • As built drawings/ Site/ floor plans • Student/ adult injury on school grounds	Permanent/ Life of District
Maintenance Staffing	• Identification Tags • Training Certificates • Caretaking assignments/ run sheets • Casual overtime • Background on grievances • Vacation schedules	Length of employment 2 years
Maintenance Health and Safety	• WorkSafe BC – Tracking security • Health and Safety procedures • WorkSafe BC Record of injury (length of employment)	2 years

Maintenance Equipment and Orders	• Equipment inventory • Keys • Carpet machines • Supply orders (2 years)	Life of equipment or until superseded
Maintenance Utilities	• Natural Gas/ Vehicle Fuel consumption/ electricity, by site • Conservation of utilities, by site • Garbage/ Recycling • Water and sewage	Current year + 9 years Current year + 1 year

Retention Matrix Appendix 2: Education

Retention Policy	Appendix A2	2020
Category/ Department	Types of Files/Records	Retention Requirements
Section D – Students – General	- General/Procedures/Forms - Homeroom/Class Lists; Annual student agenda books; code of conduct	Current
Students - Registration, Withdrawal and Transfers	Management statistics relating to registration and placement; management of registration and placement support documents; form letters	Current year + 1 year
Students - Student Programming/Transition	- Scheduling/Time tabling as of September 30th - Articulation/Transition - Master course selection (sheets & booklets) - Class building support document	Current + 17 years Current + 1 year
Students - Permanent Student Card	- Permanent Student Record Card - Official Student Transcript or two most recent student progress reports - Inclusions such as medical alerts, legal alerts, court orders, support service information, notification that student is on an IEP or is Home Schooled (Inclusions now tracked in MyEd BC as of June 2020)	Retain for 55 years after Graduation or Withdrawal (Note: Retention changed from Student Records kept until student is 75 years old; to 55 years after Grad/WD)
Students – Student Records (G4 file)	General Student Information; Registration form; Withdrawal form; Legal Restraining Orders/Custody Orders; Aboriginal Education Information; ELL/EAL information; International Core Information; Learning Services core data (IEP, safety plans & gifted records); Letter Confirming Counselling; Psych reports/ Psycho-educational assessments and related reports; Absence records/Letters; Report Cards; Proof of Work Experience/ Community Service Hours; Secondary School Apprenticeship; Ace IT; Funding Eligibility Checklist	7 years after graduation or withdrawal
Students - Student Classroom Files	- Teacher's marks data/ records, by subject/section/term - Assessment records	Current year + 1 year

Retention Matrix Appendix 2: Education

[illegible]

Retention Matrix Appendix 2: Education

Retention Policy	Appendix A2	2020
	• Impromptu walking field trips informed consent (by year) • Student Medical Information	
Students - Student Attendance	• Classroom registers (monthly attendance report) may be digital • Attendance logs • Parent's letters/emails regarding absences/extended absences; parent phone calls to confirm absence	Current year + 1 year except for digital records Current year Current year
Students – Student Extra Curricular Activities	• Extra-curricular groups, by year • Eligibility requirements, by group • Team Lists • Student Athletic Achievement	Current year + 1 year Current version Current year + 1 year
Students – Awards and Scholarships	• Awards/Scholarships, by year • Award Recipient information • Scholarships/bursaries recipient information • Passport to Education, by year • Honor Roll	Current year + 1 year Current year + 6 years Current year + 7 years Current + 1 year Current year + 7 years
Students – Financial	• Completed student fee waivers	Current year + 6 years

Category/ Department	Types of Files/Records	Retention Requirements
Section E – Educational Programs and Student Services - General	• General, Procedures, Forms • Emergency Procedures	Current year Current + 6 years Current year plus previous
Educational Programs and Student Services - Aboriginal Education	• Daily service tracking for Aboriginal students • Student Learning Plan	Current + archive to meet Ministry requirements
	• Career Programs by name and year • Student Registration Data, Statistics and Trends by Program	Current year + 7 years Current year + 6 years
	• Early Learning Programs by name/year	Current + 20 years

Educational Programs and Student Services – Curriculum Programs	• Strong Start • Registration, Statistics and Trends	Current + 6 years
	• English Language Learners; English as an Additional Language	Current year + 17 years
	• French as a Second Language • French Immersion Early and Late • Student Registration Data, Statistics and Trends	Current year + 17 years Current year + 17 years Current + 6 years for Late and current + 10 years for Early Immersion
	• Literacy Programs by name, year	Current year + 17 years
	• Mathematics	Current year + 17 years
	• Social Studies	Current year + 17 years
	• Science	Current year + 17 years
	• Physical Education and Health	Current year + 17 years
	• Fine Arts • Band programs	Current year + 17 years Current + 6 years
	• BAA/ Locally Developed Courses	Current year + 17 years
	• Graduation Requirements	Current year + 17 years
Educational Programs and Student Services	• Safe and Caring Schools • Student Code of Conduct by School	Current year + 17 years Current year + 1 year
Educational Programs – International Baccalaureate	• Secondary International Baccalaureate • Student registration data, statistics, and trends	Current year + 17 years Current year + 6 years
Educational Programs – Specialty Academies	• Academy Registration Form by Student • Specialty Academies; Hockey/ Epic Languages • Student registration data, statistics, and trends by Specialty program	Current year + 17 years Current year + 6 years
Category/ Department	Types of Files/Records	Retention Requirements
Educational Programs and Student Services - Special Education Services	• Special Education Services • Learning Support Services • Request for service forms • Inclusion support • Confidential files - Protocol Files for Psychoeducational Assessment • Suicide Assessment Risk Form	Retain 50 years Grad/Withdrawn + 7 years

	• Testing Results for Psychoeducational Assessment • Learning Support Working Files	
Educational Programs – Curriculum Resources	• General, Procedures, Forms	Current year or version
Educational Programs – Curriculum Resources	• Inventory	Current
Educational Programs – Curriculum Resources	• Individual Borrowing – Gifted Kits; EAL resources; French; Inclusion support resources	Current year
Educational Programs – Curriculum Resources	• Curriculum Support Materials (Pro-D workshop materials)	Current year + 5 years
Educational Programs – Curriculum Resources	• Historical Borrowing Summaries (by items)	Current year + 5 years
Educational Programs - Curriculum - Assessment	• Record of Level B Assessment; K-12 students that require support • Protocol for school level • District results for Ministry Exams	Current year + 17 years 5 years Current + 5 years
Educational Programs – Community/Liaison Services	• General, Procedures, Forms	Current version or year
Educational Programs – Community/Liaison Services	• Educational Programs by name and year; Transitions; Literacy partnerships	Current year + 20 years
Educational Programs – Learning Services – Confidential Files	• Protocol Files for Psychoeducational Assessment; testing results for Level B, K-12 students who require support; Protocol for school level. • Suicide Assessment Risk Form • Learning Services Working Files	Grad/WD + 7 Years (Not -Until student reaches the age of 26 Grad/WD + 7 Years (not 5 years) Grad/WD + 7 years
Educational Programs - Learning Services - Employee Records	• Employee Vehicle Insurance; Request for leave, vacation, or Professional Development; Technology List; Staff Emergency Contact List: Record of Training	Current + 1 year

Category/ Department	Types of Files/Records	Retention Requirements
Educational Programs - Learning Services – Financial Files	• Douglas College Financial Arrangements	7 years

Educational Programs – Learning Services - General	• General, Procedures, Forms including Articulation Form; Transportation Request; Award site; Requests for service	Current + 1 year
Educational Programs – Learning Services – Library Services	• Tracking library users and resources; Tracking teacher librarian staffing for access to Destiny and training; Destiny Library services • School libraries Inventory • School libraries individual borrowing • Staff Professional Library Individual Borrowing • Professional Library Inventory • Media Inventory; Media and Resource Kits • Individual Borrowing for Media	Current + 1 year Life of software Current year plus one Life of software Life of software Current year + 1 year
Educational Programs – Learning Services - Registrations	• Strong Start; Gifted students; Online referral for services; Professional Development; Requests for Specialized Services	Current + 1 year
Educational Programs – Learning Services - Reports and Resource Allocation	• Educational Assistance Allocation; Educational Assistance Consultation Hours; Caseload Report • Equipment Provided to Students; Literacy and Information Technology Requests; Mentoring Support Request	Current + archive to meet Ministry requirements. Current + 1 year
Educational Programs – Learning Services – Student Progress Reports and Tracking	• Grad Transitions; Interim Reports on Students; Tracking Students Receiving English as an Additional Language (EAL) support; Tracking Work Experience; Student Learning Plan; Record of Intervention; Protocol Files; Formal Psychological Files by Student	Current + archive to meet Ministry requirements

Category/ Department	Types of Files/Records	Retention Requirements
Section F - International Education - General	• General, Procedures, Forms • Agent Files • Equipment Inventory • Reports to School Board	Current 7 years after inactive Current + 1 year 5 years
International Education – Financial Files	• Tracking quotes, invoices, receipts, refunds • Manual Receipts for Payments from Groups • Request for Payment by wire • Batch Files for Finance • Staff Expense Claims • Accounts Payable Records (copies) • Visa Statement copies • Binders of Invoices from MSP (copies) • Record of Wire Transfers • Application for Multicultural Grants • Tracking Grant Funds • Health Insurance BC Invoices • Private Medical – Guard Me • Operating Budget Support Documents	7 years
International Education – Programs	• Academic Program K-12; International Funding Eligible Students • Student registration for Confucius Mandarin Program • Summer ESL Cultural • Summer Credit • Summer/Winter Program Groups • Robinson and Robinson Student Information System • Certificates	7 years 5 years 7 years 5 years Life of Software 5 years

	• Staff attendance tracking software	Life of software
Schools – Student Records	• Course files for Continuing Education	Current + 2 years
Schools – Student Records	• Transitory Counsellor Files; Course Planning; Psychological Assessment Wait List; List of Students with Designation	Annual – reports placed in student file at end of year