

Administrative Procedure 185 – Appendix B

SCHEDULE OF RECORDS RETENTION

RECORDS TITLES AND DESCRIPTION	AREA OF RESPONSIBILITY	RETENTION YEARS DESTRUCTION OR PERMANENT	LEGISLATION, REGULATIONS AND PROCEDURES
ACCIDENTS			
See specific Accident Type such as Employee WCB, Student or Vehicles.			
ACCOUNTING	Business and Finance	7 Years	0625-0630 ARDA
Includes all information regarding accounts payable and receivables. Employee expenses including expense claims and supporting documentation, receipts and paid invoices. Records of payment made to vendors who provide services to the School Division including payment, invoices along with supporting documentation, purchase orders, receipts of materials. The control and operation of receivable accounts such as billing, vouchers, invoices, remittances, receipts, bad debts, write-off, compromise of debts and aging accounts, charges by the School Division for services or goods and current expenditure refund.			
ACHIEVEMENT EXAMS	Learning Services	0 Years	School Act 2000 S-3 s.43(2)
Includes general correspondence, registration lists, special provisions & exemptions, etc., for achievement & diploma exams.			
ACTS AND LEGISLATION	Executive	S/O + 2 Years	0120 ARDA
Includes records relating to general information on acts and legislation not shown elsewhere in this section. Includes comparative studies of legislation from various levels of government including provincial and federal legislative.			
ADMINISTRATION - GENERAL	Executive	2 Years	0100 ARDA
Includes records on general administrative subjects not found elsewhere in this block: e.g. maintenance of equipment, mail & courier, Canada Post.			
AGREEMENTS			
See Contracts and Agreements			
ALBERTA TEACHER ASSOCIATION	Executive	S/O + 5 Years	0155 ARDA
The School Divisions' participation in the functions of the Alberta Teachers Association. Includes correspondence relating to the membership, minutes, reports, conferences, etc. For Negotiation information see Negotiations.			
APPEALS AND GRIEVANCES			
See Personnel Records for Employee related or Board of Trustees Meetings for Students Expulsion Appeals			
APPRECIATION, COMPLAINTS AND INQUIRIES			
Expressions of appreciation, complaint, condolence, congratulation, seasonal greetings, criticism, etc. are transitory records unless for a specific subject or for parent concerns see student records.			

ASSOCIATIONS, CLUBS AND SOCIETIES	Area of Responsibility	S/O + 5 Years	0155 ARDA
The School Divisions' participation in the function of recognized outside organizations for reasons of mutual professional interest, individual or corporate membership. Includes correspondence, proceedings, minutes, annual reports, financial statements, membership fees, etc.			
ATTENDANCE			
See Specific attendance such as Employees or Student Records			
AUDITED FINANCIAL STATEMENTS		Permanent	Historical
AUDITING	Business and Finance	5 Years	0640 ARDA
Financial auditing methods, responsibilities, reports, statements, background documentation, recommendations resulting from audits and exit interviews, internal and external audits. Includes records relating to the administration of audits and reviews of agreements, procedures and programs including correspondence, reports, responses and follow-up. Excluding Audited Financial Statements.			
AWARDS AND HONOURS OUTSIDE AGENCIES		Permanent	Historical
Includes Alberta Summer Games, ASBOA Scholarship, Alexander Rutherford Scholarship and any scholarships paid out by Outside Agencies and nominations from EICS.			
AWARDS AND HONOURS WITHIN EICS		Permanent	Historical
Includes Long Service, General Scholarship Award, and Grade 9 & 12 Honor Awards.			
BANKING AND CASH	Business and Finance	5 Years	0650 ARDA
Administration of banking methods and establishment, maintenance and termination bank accounts, deposits, statements, reconciliation, currency rates, cash control receipts, journals, acquisition of currency. Also includes records relating to debt repayment, debt financing, loan authorization, capital loans.			
BENEFIT INFORMATION			
See Payroll and Benefits			
BOARD COMMITTEES			
See Committees of the Board			
BOARD OF TRUSTEES OFFICIAL MINUTES AND AGENDAS		Permanent	Historical
Official agendas and minutes are scanned into ERM System then hard copy kept 3 years then destroyed. ERM is master copy.			
BOARD OPERATIONS		Permanent	Historical
Includes records relating to the Board operations, public relations, school openings, etc.			
BUDGET – CAPITAL	Business and Finance	10 Years	0660 ARDA
Includes records relating to the preparation of capital budgets. Organized by fiscal year by School or program including budget assumption, submission, proposals and transfers.			
BUDGET INFORMATION	Business & Finance	5 Years	0655 ARDA
Includes records relating to budgetary practices and procedures, controls and programs. Organized by fiscal year by School or program.			

BUDGET REPORTS	Business and Finance	10 Years	0660 ARDA
Includes records relating to weekly, monthly and quarterly financial reports.			
BUILDINGS			
See Facilities, Lands and Properties			
BYLAWS, ORDERS AND DIRECTIVES		Permanent	Historical
CAMPAIGNS AND CANVASSING	Executive	2 Years	0165 ARDA
Includes records relating to campaigns and canvassing such as; Canada Savings Bonds, Blood Donor Clinics, etc.			
CAPITAL – SPECIFIC SITE			
See Facilities, Lands & Properties			
CHARITABLE DONATIONS	Business and Finance	7 Years	ARDA Finance
Receipts and backup material for donations to the schools. For Charitable Society correspondence see Charitable Organization.			
CHARITABLE ORGANIZATION		Permanent	Historical
Correspondence relating to the application for Charitable Society.			
CHEQUE ADMINISTRATION			
See Banking			
CLASSIFICATION – GENERAL	Human Resources	30 Days	1170 ARDA
Includes records relating to delegation of classification authority, holding classification and audits.			
CLASSIFICATION – POSITION DESCRIPTIONS	Human Resources	3 Years	1180 ARDA
Includes records relating to records of classification decisions, reclassification actions, position transfers, classification appeals, changes in duties.			
COLLECTIVE BARGAINING	Executive	10 Years	1200 ARDA
Includes records relating to bargaining and collective agreement negotiations, agent certification, arbitration, adjudication, interpretation of terms and conditions of employment, collective bargaining and employees excluded from agreements.			
COMMITTEES	Area of Responsibility	5 Years	0175 ARDA
The School Divisions' interaction with other bodies structured for specific tasks such as; Boards, Commissions, Sub-Committees, Panels and Working Groups. Includes agendas, notices, minutes, reports and background materials.			
COMMITTEES OF THE BOARD		Permanent	Historical
Includes records relating to various committees of the Board such as standing committees for Employee Relations, Student Issues, Audit, and Policy and ad hoc committees, includes memberships, agenda, minutes, etc.			

COMMUNITY INVOLVEMENT – GENERAL	Area of Responsibility		
Includes records of a general nature relating to liaison activities with organizations, to the cooperation and liaison activities with the Municipal District or County. Liaison activities include the exchange of information, routine notifications and inquiries, offers of service, etc.			
CONFERENCES, MEETINGS, SEMINARS AND SYMPOSIAS	Area of Responsibility	5 Years	0155 ARDA
Includes records relating to participation in or the establishment, organization or functions of conferences, meetings, seminars and symposia. Includes agendas, minutes, reports and other records.			
CONSTRUCTION			
See Capital			
CONTRACTS AND AGREEMENTS – CAPITAL	Business and Finance	10 years after Expiry	0660 ARDA
Includes records relating to contracts and agreement regarding construction, renovations, additions and modernization. Includes all tender documentation along with related contracts on each project such as; architect, contractor and any other contracts.			
CONTRACTS AND AGREEMENTS – GENERAL	Business and Finance	10 Years after Expiry	0685 ARDA
Includes records relating to persons, firms or corporations awarded School Division contracts to supply goods and services, Tuition & Transportation agreements with the various counties and other School Divisions. Property lease agreements leased by or from the Division. Consultant agreements to assess students. Also includes contracts and agreements regarding leases, human resources, electronics and software.			
COUNSELLING AND PROGRAM ISSUES	Learning Services		
Records relating to issues and subjects of interest, guidance programs, standard student planning, filed in Student Record.			
CURRICULUM AND PROGRAMMING	Learning Services	S/O + 5 Years	School Act 2000 S-3 s.39 (1)
Includes records relating to individual program offered in the schools such as textbooks, media aids film or video, workbooks, study guides, teaching units and papers. Includes records relating to programs developed and offered, outside the school programs, by various government departments or private organizations which may be of interest and also regarding special programs or events in which students may have the opportunity to participate.			
CURRICULUM AND PROGRAMMING – LOCALLY DEVELOPED COURSES			
See Locally Developed Courses			
DEBENTURES	Business and Finance	7 Years after cancelled	ARDA Finance
Includes records relating to the issuing of debentures. Organized by debenture and cross-referenced to each project.			
DEMOGRAPHICS			
See Elections			

DEMOLITION AND DISPOSAL			
See Facilities, Lands and Properties			
DIPLOMA EXAMS	Learning Services	0 Years	School Act 2000 S-3 s.43(2)
Includes general correspondence, registration lists, special provisions & exemptions, etc., for achievement & diploma exams.			
DISASTER AND EMERGENCY PLANNING	Executive	S/O + 5 years	0190 ARDA
In-house contingency plans for the continuation of School Division operations in the event of disasters such as; tornadoes, fires, floods, vandalism and other emergencies.			
DISPOSAL AND SURPLUS			
See specific subject for Facilities, Lands and Properties – Sale and Demolition or Equipment			
DONATIONS AND BEQUESTS – GENERAL			
See Charitable Donations			
DONATIONS AND BEQUESTS – HISTORICAL		Permanent	Historical
Information related to items of historical value donated to or from the School Division.			
ELECTIONS AND DEMOGRAPHICS		Permanent	Historical
Includes records relating to the elections and by-elections of trustees, advertising, newspaper notices and conduct of elections.			
EMPLOYEE INFORMATION			
See Personnel			
EMPLOYMENT AND STAFFING			
See Personnel			
EQUIPMENT DISPOSAL AND SURPLUS	Business and Finance	3 Years	1030 ARDA
Records relating to the disposal of equipment such as: computers, photocopiers and service call reports. Includes records relating to the disposal of surplus equipment, the destruction of equipment, the recycling of paper, materials, supplies, trade-ins, including lists of surplus items and surplus declarations.			
EVENTS AND ATTRACTIONS – GENERAL	Area of Responsibility	2 Years	0330 ARDA
Includes information such as invitations and events held by outside agencies.			
EVENTS AND ATTRACTIONS – EICS	Area of Responsibility	5 Years	0335 ARDA
Elk Island Catholic Schools' events such as the Opening Day Celebration.			
FACILITIES, LANDS AND PROPERTIES – PURCHASING, DISPOSAL AND DEMOLITION		PERMANENT	Historical
Records relating to major upgrade projects in excess of \$100,000, including tenders, vendor per qualifications, contracts, project development, blueprints, specifications, liaison with the Department of Infrastructure, progress reports and studies change orders etc relating to the construction of specific			

capital structures.			
FACILITIES, LANDS AND PROPERTIES - GENERAL	Facilities	2 Years	0560 ARDA
Records relating to overall management and administration of buildings and sites such as planning, office design specs, property matters, and subdivision development.			
FACILITIES, LANDS AND PROPERTIES - MAINTENANCE	Facilities	10 Years	0580 ARDA
Includes records relating to requirement reports and specifications for the regular maintenance and repair of buildings and sites including janitorial services, mechanical, heating and cost estimate records relating to damage, whether deliberate or accidental. Also includes landscaping not considered Capital Projects.			
FINANCE – GENERAL	Business and Finance	4 Years	0600 ARDA
Financial administration and management functions not shown elsewhere in this section.			
FINANCE REPORTS			
See Reporting - Financial			
FOIP – GENERAL	Executive	5 Years	0887 ARDA
Includes general information regarding FOIP such as development of forms, release of information, and statistics of requests.			
FOIP REQUESTS	Executive	1 Year after completed	0890 ARDA
Includes formal FOIP requests, working papers, and the legislation listed as to the release of information or documents that have been redacted before release.			
FUNDS AND GRANTS	Area of Responsibility	7 years after cancellation	0705 ARDA
Includes funding for instructional projects and grants for schools. Grant applications, enrolment reports, plans, and Community Facility Enhancement and Initiatives Program. Tuition Agreements with other institutions for students attending out of boundary.			
GENERAL LEDGERS	Business and Finance	10 Years	0740 ARDA
HUMAN RESOURCES - INFORMATION			
See Personnel			
INFORMATION TECHNOLOGY – GENERAL	Information Technology	4 Years	0800 ARDA
Includes records relating to systems documentation, operating instructions, procedure manuals, guidelines, etc. for various applications in systems. Also includes records relating to the development or consideration of automated or electronic data processing system. Monitoring software or hardware products developed in the private sector or used by other departmental programs.			
INFORMATION TECHNOLOGY – EICS	Information Technology	S/O + 3 Years	0835 ARDA
Includes records relating to the administration of computer system applications and networks. Includes design information (project proposals, system requirements, specification, etc.) And development and implementation strategies (technical working notes and progress reports). Also includes records relating to the prevention of accidental loss, damage or destruction of data in all computer applications.			
INSTRUCTIONAL SUPPORT – GENERAL	Learning Services		

Includes general correspondence, guidelines, reports, studies & reviews of curriculum not shown elsewhere in this block. For Curriculum information see Curriculum.			
INSURANCE – CLAIMS	Business and Finance	10 Years after settlement	0760 ARDA
Includes police reports, legal correspondence, and settlements relating to insurance claims from students, parents, employees and public.			
INSURANCE – GENERAL	Business and Finance	S/O 10 Years	0760 ARDA
Includes general information on insurance policies.			
INVENTORY EQUIPMENT			
See Equipment			
JOINT USE		Permanent	Historical
Includes correspondence and agreements relating to the joint use of Facilities, Lands and Properties			
LANDS			
See Facilities, Lands and Properties			
LEASE AGREEMENTS			
See Contracts and Agreements			
LEGAL CLAIMS	Executive	S/O 10 Years	0225 ARDA
Includes case file records relating to actions against or for the School Division. Case files may include agreements, claims, leases, policies, reports, investigation data, research material, statements of claim and settlements.			
LEGAL MATTERS – GENERAL	Executive	S/O 10 Years	0225 ARDA
Includes records relating to legal matters which are not included elsewhere in this block			
LEGISLATIVE COUNSEL	Executive	S/O 10 Years	0225 ARDA
Includes records relating to legal issues, opinions and advice provided to the Board by a Solicitor, also includes any legislative issues.			
LIBRARY SERVICES	Schools		
Includes records relating to the provision of internal library services to municipal staff. Administration of library services, including cataloguing and acquisitions, subscriptions to newspaper, periodicals, newsletters, acquisition of recordings, slides and film/video, resource centres in other buildings, establishments and operations, cost analysis feasibility studies, search, loans and distribution of books, periodicals and other materials, interlibrary loans, bibliography services, reference services and abstracts.			
LOCALLY DEVELOPED COURSES CURRICULUM PROGRAMMING		Permanent	Historical
Includes records relating to locally developed curriculum or texts, involving students, teachers and community resources for use across the Division such as writing project, learning through vision, etc. Organized by project.			
MEETINGS			
See Conferences			
MEETINGS OF THE BOARD			
See Board of Trustees or Committees of the Board			

MINERAL RIGHTS		Permanent unless rights sold	Historical
Includes information, correspondence, actual agreements, etc. relating to the leasing of mines & minerals on land.			
MINISTERIAL ORDERS			
See Bylaws, Orders and Directives			
OCCUPATIONAL HEALTH AND SAFETY	Human Resources	3 Years	1295 ARDA
Includes records relating to the administration of a safe and healthy working environment including factors such as; programs, first aid, occupational health, smoking in the workplace, lighting and stress, noise levels, evacuation procedures for fire and bomb threats.			
ORGANIZATIONAL INFORMATION		Permanent	Historical
Includes organization charts, closures of programs or schools not capital related, establishment of EICS, amalgamating school boards and boundaries.			
PARKING	Facilities	2 Years	0565 ARDA
Requirement studies, employee parking, specifications and parking permits relating to the parking of vehicles on School Division owned or lease properties.			
PAYROLL	Business and Finance	80 Years of age	Based on Federal Govt guidelines
Correspondence concerning the dates & times of payroll. Attendance information relating to payroll. Salary Grid Tables, employee self-serve information. Payroll increases and personal information relating to individual payroll is filed on Personnel Records.			
PAYROLL AND BENEFITS	Business and Finance	3 Years	1305 ARDA
General administration of salary and wages, forms, rates of pay, employee benefits such as disability and life insurance, Blue Cross, Alberta Health Care, dental plan and union dues deductions. Employee specific records are retained permanently on "Personnel File".			
PENSION	Business and Finance	S/O 3 Years	1310 ARDA
Includes records relating to pension plans. Employee specific records are retained on "Personnel Record".			
PERSONNEL – GENERAL	Human Resources	3 Years	1100 ARDA
Includes records relating to the general administration of personnel management activities not shown elsewhere in this section.			
PERSONNEL – RECRUITING AND STAFFING	Human Resources	3 Years	1230 ARDA
Includes records relating to the staffing of positions, delegation of staffing authority, employment of disabled persons, employees' requests for transfer. Teaching applications, full and part-time. Unsolicited Applications are Transitory Records			
PERSONNEL RECORDS	Human Resources	80 Years of age	Based on Federal Govt guidelines
Includes the master record on individual employees, personal data, resumes, employment history, appraisals and evaluations, pay and benefits, training, commendations, discipline, health examinations,			

etc. Also includes payroll records. Individual employee files organized alphabetically. If employee is deceased before age 80 destroy 1 year after date of deceased.			
PERSONNEL PROGRAMS	Human Resources	3 Years	1240 ARDA
Includes records relating to employment programs such as; cooperative work experience programs, Summer Temporary Employment Program (STEP), Unemployment Program (UIC), Employment Skills Program (ESP); includes guidelines, applications for employment program.			
PLANS AND PROGRAMS – CURRICULUM	Learning Services		
Includes records relating to program planning coordination and direction, mission statement and business plans, including the development and execution of plans in relation to program goals and objectives relating to curriculum. Review and analysis of progress in relation to plans and programs.			
PLANS AND PROGRAMS – EICS	Area of Responsibility		
Includes records relating to program planning coordination and direction, mission statement and business plans, including the development and execution of plans in relation to program goals and objectives. Review and analysis of progress in relation to plans and programs. e.g. Three Year Business Plan, Program & Teaching Plans			
PLAYGROUNDS	Facilities	S/O + 6 Years	NFPA Standard 10-2002
Information related to inspections, building, and joint use with Cities, Towns and Counties. See 487 for specific school playgrounds funding.			
POLICY AND PROCEDURES All specific subject policies	Executive	S/O	
PROFESSIONAL DEVELOPMENT	Human Resources	3 Years	1380 ARDA
Records relating to Professional Development research and planning issues such as meetings, surveys, and developmental procedures and guidelines, etc. Excludes any personal records which are filed on the individual personal file.			
PROPERTIES			
See Facilities, Lands and Properties			
PUBLIC RELATIONS	Executive	5 Years	0335 ARDA
Communication to the public, such as; speeches, lectures by School Division Officials, press releases, newspaper clippings, and media relations.			
PUBLICATIONS AND MANUAL DEVELOPMENT – OUTSIDE ORGANIZATIONS			
Transitory Records			
PUBLICATIONS AND MANUAL DEVELOPMENT – EICS	Executive	5 Years	0335 ARDA
Includes records relating to the development and maintenance of internal or technical publications produced by the department such as; manuals, brochures, pamphlets, newsletters, bulletins, posters, and articles.			
PURCHASE ORDERS			
See Finance			

RECORDS MANAGEMENT – GENERAL	Business and Finance	3 Years	0965 ARDA
Includes records relating to the administration of records management functions including planning, generation, maintenance, essential records and access restrictions.			
RECORDS MANAGEMENT – RETENTION AND INVENTORIES	Business and Finance	Permanent	0970 ARDA
Includes records relating to inventory listing and reports of departmental records holdings, department-wide inventories, including Branch/Section inventories for records system design or disposal. Includes records relating to the development of records and disposal schedules for records. Approved authorities including legal opinions, supporting documentation, internal approvals, amendments, consolidations or cancellations.			
RECORDS MANAGEMENT – PROJECTS	Business and Finance	Permanent	0970 ARDA
Includes records relating to project files for records scheduling, classification and conversion projects including image and micrographic feasibility studies, design development, records system improvement or upgrades, preliminary evaluations, indices, terms of reference and work plans.			
REPORTING – FINANCIAL	Business and Finance	7 Years	0740.01 ARDA
Records relating to reports and statements from the year end ledger system backup Documents/data entry Forms & Compile the ledger. Administration of banking methods and establishment, maintenance and termination bank accounts, deposits, statements, reconciliation, currency rates and acquisition of currency.			
REPORTING – GENERAL	Area of Responsibility	2 Years	1325 ARDA
Includes records relating to the generation, inquiries, production and distribution of miscellaneous reports produced weekly, monthly and quarterly financial reports			
REPORTING – PAYROLL – WORKING PAPERS & MONTHLY REPORTS	Business and Finance	7 Years	ARDA Finance
REPORTING – PAYROLL – YEAR END		Permanent	
Includes yearly payroll reports of the School Division Personnel.			
REPORTING – EICS	Area of Responsibility		
Administrative reports produced for the School Division such as; management studies and surveys, reprographics, periodic reports, annual reports.			
SCHOOL CALENDARS		Permanent	
Includes all correspondence, feedback proposals, alternate school year proposals, etc. relating to the finalization of the School Calendar.			
SCHOOL COUNCIL	School	7 Years	School Council Regulations
Includes correspondence relevant to the organization, establishment & functions of School Councils. Official record book containing minutes & signed to be housed at the school. The Council must report to the School Board by September 30 each year with the final report.			
SCHOOL EVALUATIONS	Executive	Permanent	Historical
Includes records relating to the maintenance of an efficient and effective school system that meets the needs of every school. Such as: student evaluation and achievement; school management system and			

climate; and, program organization and implementation.			
SCHOOL FEES	Business and Finance	7 Years	0625-0630 ARDA
Includes records relating to tuition fees collected from other jurisdiction, covers financial matters only.			
SCHOOL OPERATIONS – BOUNDARIES		Permanent	Historical
Includes records relating to the development of School boundaries, annexation, non-resident status, maps and attendance area within the School Division. Also includes records relating to boundary changes affecting school jurisdictions and the effect on student population.			
SCHOOL OPERATIONS – GENERAL	Schools	5 Years	
Includes records of a general nature affecting the operations of Schools in the Division such as administrative information, Schools Bands and Clubs, photographs, etc. relating to incidents in the schools.			
SCHOOL OPERATIONS – INSTRUCTIONAL PROGRAMMING	Learning Services	S/O + 5 Years	School Act 2000 S-3 s.39 (1)
Records relating to the planning of instructional time requirements and program requirements as legislated by Alberta Learning such as hours of instruction, yearly calendars and program plans.			
SCHOOL OPERATIONS – BY SCHOOL	Schools	5 Years	
Includes records retaining to the accreditation, planning, goals and objectives, days and hours of operations, field trips, handbooks, newsletters, work experience approvals, special education materials, accidents reports unless insurance claim, evaluations, food services and lunch program and fire drills.			
SCHOOL REGISTERS	School	Permanent	Historical
Includes records relating to attendance or class registers listing students by class. Kept for historical value.			
SECURITY	Facilities	10 Years	0400 ARDA
Records relating to the overall administration of security for schools or boards buildings, sites, alarms, detectors, locks, key, passes and combinations, etc.			
SIGNING AUTHORITIES	Business and Finance	7 Years	0415 ARDA
Includes records relating to delegation of signing authority for correspondence, financial and personnel matters, including appointments, acting appointments and holiday coverage.			
STUDENTS - ACCIDENTS	Business and Finance	5 Years or after Settlement Reached	
Records include information relating to an injury or notification of possible injury.			
STUDENTS - ASSESSMENTS	School/Learning Services	AGE 30	EICS Regulation
Records relating to diagnostic and behavior testing, test administration and interpretation, results psychologist's reports. Filed with Student Record.			

STUDENTS - ATTENDANCE	School	AGE 30	EICS Regulation
Annual Summary of attendance is kept on student record as in the Student Regulation.			
STUDENTS – GENERAL	School	5 Years	
Includes records relating to student services, entrance age and special education. Not specific to a student.			
STUDENTS - RECORDS	School	AGE 30	EICS Regulation
Includes records relating to all information that affects the decisions made about the education of a student that is collected or maintained by the Board, regardless of the manner in which it is maintained or stored, includes formal education plan devised for a student. Includes all information that may reasonably be used for educational decision making. Persons contracted by the Board to conduct formal intellectual, behavioral or emotional assessments or evaluations shall be advised that their written reports will form part of the student record and therefore be accessible for review to the student and/or parent. Student identifiers such as birth certificate, passports, or vital statistics. Parents names and addresses and telephone numbers. If a student moves and the record is requested by another school in Alberta the original record should be sent, if the school is outside of Alberta then a copy is recreated and sent to the school. Ensuring all information considered confidential such as an investigation under the Child, Youth and Family Enhancement Act, notes and observations prepared by or for teacher, counselor or principal and not used in program placement decisions are not included in the Record. See Student Risk Assessment for more detailed information.			
STUDENTS - RISK ASSESSMENTS	Learning Services		
Specific counseling records related to a student assessed to be a risk to him/her self or others. It is the counsellors decision if the material may be personal, sensitive or embarrassing to a student unless the placement of the information in the student record would be deemed to be in the public interest or necessary to ensure the safety of student and staff. If there is a decision that there is no risk the information may be destroyed 3 years after the student on longer requires assessments or immediately if the student leaves the Division.			
STUDENTS - SUSPENSIONS/EXPULSIONS	School	Minimum 1 Year – Maximum 3 Years	Student Regulation
All background information and parent correspondence relating to the expulsions or suspensions of the students.			
SUBDIVISIONS – NO ISSUES – PROPOSED BY THE CITY OF CAMROSE, THE CITY OF FORT SASKATCHEWAN, TOWN OF VEGREVILLE AND STRATHCONA COUNTY	Business and Finance	Immediate Destruction – Transitory Information	
Applications submitted to EICS for review. If no issue it would be considered transitory.			
TAXATION	Business and Finance	8 Years	In ARDA it is 3
Taxation matters at all government levels, records pertaining to customs and excise taxes, tax receipts for gifts, GST and tax exemptions.			

TECHNOLOGY			
See Information Technology			
TELECOMMUNICATIONS	Business and Finance	2 Years	0440 ARDA
Includes records relating to the administration, installation, maintenance, use and repair of telecommunication equipment such as; telephone, facsimile, cellular telephone, etc.			
TENDERING – CAPITAL			
See Contracts and Agreements – Capital Project Specific			
TENDERING – GENERAL	Business and Finance	10 Years	1090 ARDA
Includes records relating to the tendering or bidding process preceding issuing of purchase orders. Includes invitations to tender, advertising of tenders, requests for proposals, tenders or quotations from bidders, evaluation and awarding of tenders, letters of acceptance or rejection of tenders and supporting documentation. Note: the successful tender documentation is filed on the contract file.			
THREE YEAR PLAN			
See Plans and Programs – EICS			
TRANSPORTATION – GENERAL	Student Transportation	7 Years	Funding Manual for School Authorities
Includes records relating to the transportation of students, complaints discipline, fees, reports, vehicles, advertising and demographics.			
TRANSPORTATION – EICS	Student Transportation	7 Years	Funding Manual for School Authorities
Includes records relating to bus drivers and contractors providing services to the School Division such as: abstracts/endorsements, information packages, insurance, lists (pick-up and drop-off), reports, maps, rules and regulations, operation days and rates.			
TUITION FEES			
See School Fees or Funding and Grants for outside Organizations student funding.			
UTILITIES	Executive	5 Years	0595 ARDA
Project studies, requirement reports, specifications relating to the maintenance and installation of utilities. Includes records relating to the various building utilities: environmental controls such as; air conditioning, ventilation and heating, garbage disposal, gas, lighting and electrical systems and facilities, and water plumbing facilities. For Utilities Contracts see Contracts/Agreements. Keep 5 years in order to calculate averages.			
VEHICLES	Facilities/ Transportation/ Information Tech.	1 Years	1065 ARDA
Includes records relating to fleet management such as; acquisition, registration and licensing, damage and loss. Organized by fleet/unit number.			
VISITS AND TOURS	Area of Responsibility	2 Years	0350 ARDA
Includes arrangements, preparations, reports concerning visits to & from other countries, board tours, etc.			

VOLUNTEERS	Area of Responsibility		
Includes records relating to persons providing volunteer services to the School Division, the services provided and the requirements and conditions of voluntary service.			
WCB – GENERAL	Human Resources	10 years	1290 ARDA
General information relating the WCB and their programs.			
WCB – INDIVIDUAL RECORDS	Human Resources	10 years	1290 ARDA
Records relating to accidents and personal injuries as a direct result of work, WCB claims, assessments, history, and compliance letter rating statement.			
YEAR END	Business and Finance	7 years	Secretary-Treasurer Directive
Includes records relating to year reports and summaries submitted.			

ARDA is the Alberta Government Administrative Records Disposition Authority (ARDA) Schedule #1986-050-A015. Produced by Records & Information Management Branch of Service Alberta

Reference: Section 23, 60, 61, 75, 113 School Act
Freedom of Information and Protection of Privacy Act
FOIP Regulation 200/95
Student Record Regulation 225/2006
Information Bulletin 3.2.5 – Access to Information
Information Bulletin 3.2.7 – Student Record Regulation Information

Created May 2014

