

Administrative Procedure 185- Appendix A

INTRODUCTION RECORDS RETENTION SCHEDULE

The Records Retention Schedule is to be used by Elk Island Catholic Schools' departments and schools to determine how long they should retain their files/records. These files include school, administrative, facilities, personnel, finance, curriculum and student records.

The Records Retention Schedule has four columns:

1. Records Titles and Description – lists the record type or classification.
2. Area of Responsibility – which department or level of organization bears the responsibility for the type of record.
3. Retention Years, Destruction, or Permanent – this column states the number of years that a file/record should be retained. Please note that S/O stands for Superseded/Obsolete. It may read S/O + 5 years. This means that a file/record should be retained from the date it is deemed obsolete or the date on which it is replaced by a more current file/record plus 5 years.
4. Legislation, Regulations and Procedures – references the Legislation, Regulations and Procedures determining the retention period.

Each school and department is responsible for the retention and disposal of their files/records according to the Records Retention Schedule and Administrative Procedure 185 – Records Management.

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