

## **4660 Retention and Destruction of Records**

Policy 4660

STATUS: ADOPTED

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### *RETENTION AND DESTRUCTION OF RECORDS - FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT*

Adopted and Codified: June 28, 1995

Last Revised: June 14, 2000, September 17, 2025

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#### Description:

Records held by the Board of Education will be retained while they are of use in the operation of the District and in compliance with 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 they are satisfied that the records are of no further use. Records which contain personal or confidential information should be destroyed in a manner that retains the confidentiality of the records.