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

Description:

The following retention schedule outlines the minimum amount of time that School District 59 records must be retained and who is responsible for their retention and destruction.

Responsibility: Secretary Treasurer's Office Board Policy Agendas of Regular and Special Board Meetings List of Electors Minutes Permanent Notice of Meetings 1 year Oaths and Declaration of Trustees School Trustee list Permanent Debenture and By-law register Debenture and coupons redeemed Contracts with Senior District Staff Communications/Information and Privacy Responsibility: Chief Privacy Officer Freedom of Information Request Requests to Review Freedom of Information decisions Freedom of Information requests to correct personal information Annual Report as required by the School Act District publications and newsletters Foeding Information Feacilities Records Responsibility: Secretary Treasurer's Office Rental of facilities Permanent Permanent Permanent Permanent 2 years after the vear employee leaves 2 years after the calendar year of creation 6 years after investigation, review, inquiry or adjudication is complete and order has been issued 2 years after the personal information has been updated, annotated, or request has been transferred to another public body Permanent Facilities Records Responsibility: Secretary Treasurer's Office Rental of facilities 1 year after the year of rental	Board Records		
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Responsibility: Secretary Treasurer's Office Rental of facilities 1 year after the year of rental	Focus on Learning	Permanent	
Responsibility: Secretary Treasurer's Office Rental of facilities 1 year after the year of rental			
Rental of facilities 1 year after the year of rental			
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Appraisar and inventory records Permanent	Appraisal and inventory records	Permanent	

Authorization for expenditure of capital	6 years after the year capital plan
funds	completed
Land titles, deeds and plans	Permanent Permanent
Mortgages and leases	
Building plans and specifications (with related changes, guarantees, bonds, liens and valuable correspondence)	6 years after the year of asset disposal
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 statement, 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
General Records Responsibility: Each Department Manage	er or Principal
General correspondence	2 years after the year of creation
Personnel Records Responsibility: Director of Human Resou	rces
Applications and job competitions	Permanent
Collective Agreements with Unions	Permanent
Contracts with individual employees	6 years after the year employee leaves district
Criminal Record Checks	Permanent
Employee files	6 years after the year employee leaves district
Employee WCB Forms	Permanent
Employment History	Permanent
Pension Enrollment Contributions	Permanent
Life Insurance Forms and Waivers	Permanent
Letter of Permission paperwork	Permanent

First Aid Certification	6 years after the year employee leaves district
Leave records	6 years after the year employee leaves district
Individual grievance files	Permanent
Letters of discipline	According to collective agreement or 6
Letters of discipline	years after the year employee leaves the
D 151	district
Personnel File	6 years after the year employment ceases
Practicum Placements/Agreements	Permanent
Reference checks	1 year after position is filled
Seniority Lists	Permanent
Support Staff Subs	1 year
Third Party Contracts	Permanent
Unsolicited resumes	6 months
Violent incident reports	6 years after the year of creation
Volunteer Information	Permanent
Information Systems Responsibility: Technology Manager	
User ID's	When user is removed from the system
System Problem-Tracking	When user is removed from the system
Responsibility: Director of Human Resou 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: Finance Manager	
Employee payroll register	6 years after the year employee leaves district
Employee attendance records	6 years often the year ampleyment access
Employee attendance records	6 years after the year employment ceases
Payroll benefits Payroll deductions	6 years after the year employment ceases 6 years after the year employment ceases 6 years after the year employment ceases
Payroll benefits Payroll deductions Purchasing Records	6 years after the year employment ceases
Payroll benefits Payroll deductions Purchasing Records Responsibility: Budget Managers	6 years after the year employment ceases 6 years after the year employment ceases
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Student Records	
Student Information System Data	Permanent
Responsibility: Information Systems	
Permanent Record Cards and Inclusions Responsibility: Schools and District	Permanent
Attendance Reports and Registers Responsibility: Schools	Permanent
Cross Boundary/Out of Catchment	1 year after decision is made about the
Attendance Requests Responsibility:	request
Director of Instruction	_
Provincial Scholarships and District	Permanent
Awards	
Responsibility: District	
Senior Secondary School Statement	Permanent
Responsibility: Secondary Schools	
Teachers' student files	1 year after teacher no longer has student
Responsibility: Teacher (selected records	
transferred to Primary Student File)	
Other student records	Useful life of the record.
Responsibility: Schools: Yearbooks	
District Generated Assessments	Protocols – 7 years
(Psychology, SLP, Counselling, etc.)	Informed Consent – Permanent
Responsibility: Learning Services and	Report - Permanent
District	
Transportation Data	
Responsibility: Transportation Manager	
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