



*"Inspire learners, Integrate sustainability,
Involve community"*

SCHOOL DISTRICT NO. 64

POLICY 6300

Retention and Destruction of Records

Section: Finance and Facilities

Dates of Revisions:

Date of Adoption and

Resolution Number: May 12, 2021 – 56/21

Policy:

Physical and digital records held by Gulf Island School District will be retained while they are of use in the operation of the district and in compliance with pertinent 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 department responsible for the records is authorized to destroy them if they are satisfied that the records are of no further use and that they have no historical or archival value. Records that contain personal or confidential information should be destroyed in a manner that retains the confidentiality of the records.

References:

- Freedom of Information and Protection of Privacy Act
- School Act, British Columbia
- Ministerial Order (MO082/09)
- Policy 131, Personal Information and Privacy
- WorkSafeBC
- Canada Labour Standards Regulations
- Criminal Records Review Act, British Columbia