



*“Inspire learners, Integrate sustainability,
Involve community”*

SCHOOL DISTRICT NO. 64

PROCEDURE 6300 Retention and Destruction of Records

Section: Finance and Facilities

Dates of Revisions:

Date of Adoption and

Resolution Number: May 12, 2021 – 56/21

The following retention schedule outlines the minimum amount of time that records of Gulf Islands Schools must be retained and who is responsible for their retention and destruction.

Board Records	
<i>Responsibility: Secretary-Treasurer</i>	
Board Bylaw, Policy, and Procedure	Permanent
Board Meetings (Special, Regular, Committee) - Agendas	Permanent
Board Meetings (Special, Regular, Committee) - Minutes	Permanent
Notice of Meetings	1 year
Trustees – Electoral Packages	6 years
Trustees – Financial Disclosure Statements	Term of office (minimum 1 year)
Trustees – Lists	While current
Trustees – Oaths and Declarations	Term of office (minimum 1 year)

Communications/Information and Privacy	
<i>Responsibility: Secretary-Treasurer</i>	
Freedom of Information – Requests	2 years after calendar year of creation
Freedom of Information – Requests to correct	2 years after personal information has been updated, annotated, or request has been transferred to another public body
Freedom of Information - Requests to review decisions	5 years after investigation, review, inquiry or adjudication is complete and order has been issued

Financial Records	
<i>Responsibility: Secretary-Treasurer</i>	
Annual Budget and summary supporting documents	Permanent

Auditor's Reports	Permanent
Bank Statements, debit and credit notes	6 years after year of creation
Cheques – Cancelled / Duplicates	6 years after year of creation
Deposit Books	6 years after year of creation
Financial Information Reports (Ministry of Education)	Permanent
General Ledger	Permanent
Invoices (received and billed)	6 years after year of creation
Purchasing Contracts	6 years or term of loan if longer
Quotations	6 years after year of creation
Receipts Issued	6 years after year of issue
Requisitions and Purchase Orders	6 years after year of creation
Stop Payment Orders	1 year after year of creation
Travel Claims	6 years after year of creation

Facilities Records	
<i>Responsibility: Director of Facilities and Transportation</i>	
Appraisals and Inventories	6 years after year of asset disposal
Authorization for expenditure of capital funds	6 years after year of capital plan completion
Building Plans and Specification Changes (guarantees, bonds, liens, and valuable correspondence)	6 years after asset disposal
Land Titles, Deeds, and Plans	6 years after year of asset disposal
Mortgages and Leases	6 years after expiration of term
Rental Agreements	1 year after year of rental

Human Resources Records	
<i>Responsibility: Director of Instruction / Payroll Manager</i>	
Applications and Job Competition	1 year after position filled
Employee Personnel File	
- Banking	6 years after employment ceases
- Contracts	6 years after employment ceases
- CRA documents	6 years after employment ceases
- First Aid Certificates	6 years after employment ceases
- Leave records	6 years after employment ceases
- Medical Benefits Forms	6 years after employment ceases
- Resumes	6 years after employment ceases
- WCB Forms	6 years after employment ceases
- Benefits conversion documents	Permanent
- Certificates	Permanent
- Criminal Record Checks	Permanent
- Employment History	Permanent
- Life Insurance Forms and Waivers	Permanent
- Pension Enrolment and Contributions	Permanent

- Resignation letters	Permanent
- Severance	Permanent
- Termination documents	Permanent
Grievances – individual files	Permanent
Interview Questionnaires	1 year
Reference Checks	1 year after position filled
Resumes, Unsolicited	1 year
Unions - Collective Agreements	Permanent
Unions - Seniority Lists	Permanent
Violent Incident Reports	6 years after employment ceases

Information Systems Records	
<i>Responsibility: Director of Instruction, Learning Services</i>	
User IDs	1 year after user leaves district
System Problem Tracking	1 year after user leaves district

Insurance Records	
<i>Responsibility: Secretary Treasurer</i>	
Claims	Adults: 6 years after claim settled Under 19: 2 years after age of majority is reached (minimum 6 years)
Incident Reports	1 year after employment ceases
Insurance Policies	Permanent

Payroll Records	
<i>Responsibility: Director of Instruction, HR and/or Payroll Manager</i>	
Dispatch – Absence Tracking	6 years after employment ceases
Dispatch – Leave of Absence forms and Logs	1 year
Payroll Deductions	6 years after employment ceases
Payroll Records - Employees	6 years after employment ceases
Payroll Records - SDS	6 years after employment ceases

School Records (Student Personal Records)	
<i>Responsibility: School Administration</i>	
Attendance Reports and Registers	Permanent

Permanent Record Cards	Permanent
Student Cumulative Files	2 years from date student left school
Student Services Files	7 years after student leaves school or student's 26 th birthday (whichever comes last)
Student Digital Accounts	2 years after student leaves district
Transcripts (Official Transcript of Grades)	Permanent
Responsibility: Superintendent	
Out-of-Catchment Requests	1 year from decision regarding request

Transportation Records	
<i>Responsibility: Director of Facilities and Transportation</i>	
Student Bus Registration Forms	1 year after year of creation
Transportation Assistance Forms	1 year after year of creation
School Bus Behaviour Reports	1 year after year of creation
School Bus Video Recording	1 year after year of creation

Volunteer Records	
<i>Responsibility: Superintendent or Designate</i>	
Criminal Record Check, Consent Forms	5 years
Criminal Record Check, Clearance Letters	5 years

Reference:

- 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