



ADMINISTRATIVE PROCEDURES

**SUBJECT: RECORDS AND INFORMATION MANAGEMENT – RECORDS
RETENTION SCHEDULE**

Preamble

The purpose of the Records and Information Management – Records Retention Schedule is to support the management of records and information in a disciplined, coordinated and strategic manner.

The procedures apply to all records within the custody or under the control of the school board and addresses all aspects of school board operations and all records made or received in the day-to-day business operations of the school or school board, regardless of the medium in which those records are stored and maintained.

1. Supervisors will make staff aware of the document, Records Management Guidelines: Records Retention Schedule and review it regularly with staff.
2. In accordance with the Records Management Guidelines: Records Retention Schedule, staff will annually identify records for:
 - Destruction;
 - Electronic imaging; and
 - Transfer to the Records Centre for long-term storage due to their research, legal or archival value.
3. On an annual basis, the Records Department will send a memo to appropriate staff, which outlines the dates and procedures to follow for electronic imaging of records.
4. The Records Department will contact the responsible department in writing, to authorize the destruction of records from the Records Centre when their retention requirements have been met.

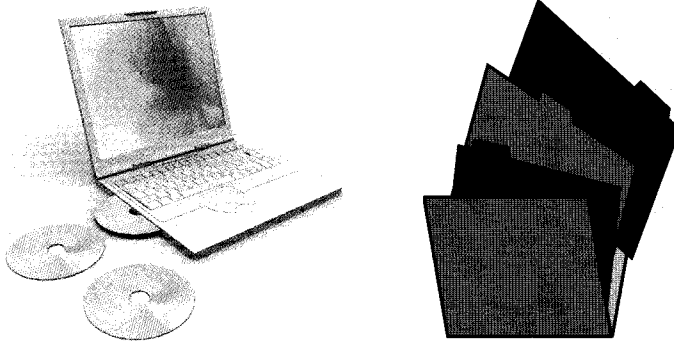
Implementation Date: October 9, 2002
Revised: December 2, 2009

Reference: Education Act
Policy and Regulations



Lambton Kent
District School Board
Student Achievement ✓ *Community Success*

RECORDS MANAGEMENT GUIDELINES



RECORDS RETENTION SCHEDULE

Implemented: September 2002

Revised: December 2004
December 2009

Lambton Kent District School Board
RECORDS MANAGEMENT GUIDELINES

Introduction

Records Management applies to all recorded information (including paper, electronic, microfilm, audio, video, imaging or other media) that falls under the care, custody or control of the Lambton Kent District School Board, regardless of the location where the information is stored. Records Management is a vital component of normal office procedure and it is the responsibility of every Board employee.

Within this resource is the Records Retention Schedule which provides a guideline for retention of the Board's records according to their administrative, fiscal, legal, and research/archival value. Additional records may be stored at the discretion of the supervisor.

Definition

Records Management is the systematic control of records from the time of creation until final disposition (destruction or archival retention).

Value of Records Management

Records and information are important corporate assets and vital components of the Board's decision-making process. In order to obtain their full value, it is essential that the Board's records and information be properly managed. Record keeping practices must also comply with access and privacy legislation.

Retention Requirements

The objective of the Records Management Program is to maintain the minimum necessary records in an efficient and organized manner.

Person/Department Responsibility

In general, the school/department that created, or authorized creation, of a record is responsible for its retention and disposal. Even if the record is stored on a computer system maintained by the IT Department (custodian), the creator (owner) remains responsible for retention and disposal.

To avoid overloading the storage space on a server, the custodian (IT Department) may eliminate records, after advising users and allowing a reasonable time for them to make other arrangements for storage.

Copies of Records

There should be only one complete "official retention copy" of each record (for access and privacy purposes). Backup copies are allowed when there is sufficient need for authenticity of original record and purposes of access.

Review and disposal

Records should be reviewed regularly for disposal in accordance with the Records Retention Schedule. This includes electronic records and other viable media.

Records should be destroyed by shredding or by means of rendering the information illegible, especially personal information or records of a sensitive nature.

Staff should delete personal and transitory messages from email and voice mail on a regular basis.

Electronic Imaging Program

In general, records with a remaining retention of 10 years or greater are eligible to be microfilmed/imaged, such as OSR's, employee files, permanent financial records, Board/Committee agendas and minutes.

An outside microfilm/imaging services bureau or document conversion company may be utilized for these purposes.

Inactive/Archival Records

Records that have become inactive and have four years or more remaining in their retention may be transferred to the Records Centre.

Local records that have been identified as having research/archival value following their inactive status in accordance with the Records Retention Schedule may also be transferred to the Records Centre.

The Records Management Clerk should be contacted to arrange for the transfer of these records.

Donation of Historical Documents

To donate historical documents and artifacts to an approved archives, local museum or historical society, the Records Management Clerk should be contacted for details regarding appropriate legal agreements.

REFERENCE

Education Act – section 171(1)(38)
Policy, Regulations and Administrative Procedures

Records Retention Schedule

The Records Retention Schedule provides suggested retention limits and guidelines for:

- Records that must be retained according to legislation and Board policy and procedures; and
- Records that may be retained due to their administrative value.

The Records Retention Schedule is divided into seven columns as follows:

Function – This column identifies a functional classification methodology where records and information are classified in accordance with functions and activities they support within the organization.

Record Type – This column identifies the model scheme based on functional classgroups of identical or related records that are normally used and filed as a unit.

Responsible Department – This column indicates the department responsible for keeping the “official” copy of the record.

Active Retention – This column indicates the total length of time the record is to be kept. It is equivalent to the record’s “active life”. This can be based on fiscal or calendar years. (For financial records maintained after September, 1998, it will be based on the school year.) This column also indicates the maximum total retention period for these records in departments other than the responsible department (i.e. copies).

Retention Codes – These retention codes are listed at the bottom of each page. They are as follows:

- C** - “Current Year”. All retention limits indicated begin after the current year, i.e. the storage time in the active office area.
- E** - “Event”. Retention begins once an event or action occurs, i.e. the creation of the record, retirement of a student
- S** - “Superseded”. A file with this retention limit is transferred or destroyed when it has been replaced with a new/revised version of the current record.
- P** - “Permanent”. A file with this retention limit is never destroyed – could be stored in the Records Centre.
- T** - “Terminated”. A file with this retention limit is transferred or destroyed when the subject to which it pertains has ended in some way. For example, an employee file is terminated when the employee leaves the organization.
- *L** - “Legislated”. A file with a retention period defined by law.

Inactive Retention – This column indicates the total length of time the record is to be kept in storage or at the Board’s Records Centre.

Total Retention – This column indicates the total length of time the record is to be kept (i.e. the sum of Active and Inactive).

Remarks – This column includes suggested retentions for administrative records as well as legal requirements (noted with an *) for the retention of certain records.

Records Retention Schedule (cont'd)

The record function included in each Record Type is broadly defined as follows:

ADM - ADMINISTRATION

Includes records regarding routine administrative and office service functions.

COM/PUB – COMMUNICATIONS/PUBLIC RELATIONS

Includes records regarding the Board's relations with the public as well as records relating to the production and distribution of information to the public, outside agencies and schools.

CUR - CURRICULUM PROGRAMS

Includes records regarding the planning and implementation of curriculum programs, program reviews and curriculum guidelines. Also includes co-curricular information such as field trips and educational tours.

EDU - EDUCATION IN THE COMMUNITY/CONTINUING EDUCATION

Includes records regarding programs centered on preparing the student for involvement in the community, such as career information, multicultural services, heritage programs, co-operative education, and educational services to the general community such as seniors programs and continuing education.

FAC - BUILDING MAINTENANCE/OPERATIONS/DEVELOPMENT

Includes records regarding the development, maintenance, construction and operation of Board offices, properties, grounds, and building. Also includes vehicle and occupational health and safety matters.

FIN - FINANCE

Includes records regarding financial management, budgeting, accounting, purchasing, and all matters concerning the allocation and control of funds to departments and schools. Also includes records on tuition and transportation costs.

HUM - HUMAN RESOURCES

Includes records regarding the Board's relationship with its employees. Includes records regarding general staff programs as well as information on specific employees.

IT – INFORMATION & TECHNOLOGY

Includes records regarding the Board's relationship with its employees. Includes records regarding general staff programs as well as information on specific employees.

LEG - LEGAL

Includes records regarding legal matters as well as contracts and agreements, insurance and real estate matters. Also includes Federal and Provincial legislation affecting or of interest to the Board.

Records Retention Schedule (cont'd)**MAN/POL - MANAGEMENT/POLICY**

Includes records regarding the establishment of policy, regulations and administrative procedures as well as the activities of the Board of Trustees. Also includes appointments to boards and committees.

RESEA/PLAN - RESEARCH/PLANNING

Includes records regarding strategic/program planning and research, as well as enrolments and Ministry reports.

STU - STUDENT RECORDS

Includes records regarding the delivery of services to individual students as well as records required under the Guideline for the Ontario Student Record.

NOTES:

1. This schedule **includes** electronic records, voice mail, or any record produced by means of computer hardware and software, as well as microform records, photographs, films, sound recordings, CDs, DVDs, memory sticks, videotapes, plans and drawings, and any other piece of recorded information capable of being produced from machine readable records.

Most electronic/voice mail and telephone messages are considered short-term records and should be disposed of as soon as their purpose has been served.

2. This schedule **excludes** all reference, resource and library material such as books, articles and external publications, which are not official records of the Board.

It also excludes duplicate records and temporary working papers such as rough notes or informal drafts.

Function	Record Type	Responsible Department	Active Retention	Inactive Retention	Total Retention	Remarks
ADM	Associations/Organizations Includes reports, newsletters, correspondence, minutes, agendas, notices and reports regarding organizations such as OASBO, OPSBA, School Advisory Councils, Block Parents, etc.	Originating	C + 1	1	C + 2	Administrative/Archival
ADM	Audio/Visual Services Includes collection titles, delivery centre listings, overdue item listings, requests & bookings & other records concerning the preparation & distribution of audio/visual materials.	Media Centre	S	-	S	Administrative
ADM	Consultants Includes records relating to the selection, appointment & monitoring of external consultants such as engineers or architects. Includes correspondence, proposals, resumes & company profiles.	Originating	C + 1	-	2	Administrative
ADM	Correspondence – General Includes records regarding general administrative matters such as approval to distribute materials to schools, invitations received for school/community events such as charitable organizations, memos & correspondence from other school boards.	Originating	C + 1	-	2	Administrative
ADM	Forms (Blank) Includes blank copies of forms, kept on file for administrative convenience.	Central Office/ Schools	S + 1	-	S + 1	Administrative
ADM	Fundraising Includes records of school fundraising events such as hot dog day, bake & craft sales, cheese & chocolate bar Sales & Book Fairs. Records would include information on activities & people involved.	Schools	C + 1 (Correspondence only – 7 years for financial records)*	- - 7 years for financial records)*	2	Administrative/Legal * Income Tax Act

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ADM	Library Services Includes records related to board/School library holdings & their operations, such as library requests, lists of periodical and book holdings, circulation lists, recommendations for additions to library collections, inter-library loan requests & related documents.	Library Services/ Schools	S + 1	-	S + 1	Administrative *Municipal FOI Act
ADM	Office & School Equipment Includes records regarding the design & features of office/school equipment & furniture such as copiers, facsimile machines, microfiche reader/printers, overhead projectors, VCR/ television units, tape recorders, etc. Specific records include service and maintenance records, trouble logs and warranties. Also includes donated items.	Originating	T (T=disposal of equipment)	2	T + 2	Administrative
ADM	Records Destruction Notices Documentation relating to which records have been destroyed in the normal course of business. Includes lists of destroyed records and forms authorizing the destruction of records.	Records/ Originating	P	-	P	Administrative/Legal* *Municipal FOI Act
ADM	Records Management & Listings & Reports Includes information regarding the management of records, regardless of medium. Records include Classification Scheme, Legal Citation Table, file lists, Lists of records in storage, records management reports & related correspondence.	Records/ Originating	S + 1 (S=when new reports are received)	-	S + 1	Administrative/Legal Archival

C=Current Year; E=Events; S=Superseded; P=Permanent; T=Terminated; *=Legislated

Function	Record Type	Responsible Department	Active Retention	Inactive Retention	Total Retention	Remarks
ADM	Requests for Information Includes requests and tracking sheets for access to student/ employee record information. Also includes requests for access to records under Freedom of Information legislation.	Central Office/ Schools / HR	E + 2 (E=final resolution of request or appeal if applicable)	-	E + 2	Administrative/Legal* *Municipal FOI Act
ADM	Service Requisitions & Reports: Internal Includes records relating to translation, audio visual services, duplicating/printing services & mail/courier & delivery services. Records include requisitions & memos for services, confirmations & service logs/reports, correspondence, reports, etc.	Originating	C + 1	-	C + 1	Administrative
ADM	Staff Meetings/Committees External: Includes records of external records of external committees & Councils on which board & school staff members participate as members. Records include agendas, reports, resolutions & any documentation which reflects obligations of the board.	Originating	E + 1 (E=the date the board became a member of the committee)	1	E + 2	Administrative
ADM	Staff Meetings/Committees Internal: Includes records regarding staff meetings, student council, & committees such as Principals' Council, Secretaries' meetings, as well as district & subject head meetings. Records include agendas, minutes, reports, & resolutions. Excludes governance committees. (e.g., Admin. Council, Exec. Council etc)	Originating	C + 1	3	C + 4	Administrative
ADM	Vendors/Suppliers/Caterers Includes information about vendors, contractors & suppliers & their goods and services. Records include catalogues, price lists & correspondence. Excludes agreements & purchasing documents, etc.	Business/ Originating	S (S=when new documentation is received from suppliers)	-	S + 1	Administrative

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COM/ PUB	Advertising Includes publications, artwork & copies of advertisements placed by the board or schools. Excludes website records.	Originating	C + 1	3	C + 4	Administrative/ Archival
COM/ PUB	Appreciations & Commendations Includes general commendations, certificates of appreciation & petitions received from the general public & parents. Excludes: records relating to specific employees or student records.	Originating	C + 1	-	C + 1	Administrative/ Archival
COM/ PUB	Communiqués Includes memos, brochures, correspondence & related information about programs & activities sponsored by the board or by schools.	Originating	C + 1	3	C + 4	Administrative/ Archival
COM/ PUB	Complaints Includes record related to general complaints about the board/authority/school & its activities. Includes correspondence, investigations, finding & related reports regarding resolution. Complaints about a specific project or program may be contained within the program. Excludes complaints specific to an individual student or staff member – see Case Files	Originating	E + 1	-	E + 1	Administrative/ Archival *Municipal FOI Act
COM/ PUB	Contacts & Mailing Lists Includes lists of individuals or organizations with whom the board/authority & school communicate. Records include mailing lists, emergency contact lists, student lists, etc.	Originating	S	-	S	Administrative Municipal FOI Act

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COM/ PUB	Events, Ceremonies & Celebrations Includes memos, notices, correspondence with parents & others, programs & all related materials pertinent to events sponsored by the board or by schools (e.g., parents' night, school opening ceremonies, reunions, etc.) Records include program schedules, correspondence, brochures & event activity details.	Originating	C + 1	3	C + 4	Administrative/ Archival
COM/ PUB	Media Kits, Communications, & News Releases Includes record regarding board relations with the various media. Includes press releases & information releases, speeches, photographs, correspondence, etc.	Central Office	C + 1	3	C + 4	Administrative/ Archival
COM/ PUB	Memorabilia Includes records regarding School/Board memorabilia, collectibles and other historical items that reflect the individual nature of the schools, such as informal school/board/authority histories, school logs & crests, songs, etc.	Originating	C + 1	3	C + 4	Administrative/ Archival Historical *Education Act
COM/ PUB	Multimedia Materials Includes photographs, slides, videotapes, CDs, DVDs. Recordings, etc. that document school and board activities.	Originating	S + 1		S + 1	Administrative/Archival *Education Act
COM/ PUB	News Reports Includes news reports from newspapers, magazines, websites and other publications regarding the board/authority, staff, students and trustees. May be paper or electronic	Central Office/ Originating	C + 3	-	C + 3	Administrative/ Archival *Education Act

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COM/ PUB	Publications: Internal Includes records and artwork for publications such as yearbooks, curriculum handbooks, school handbooks, school calendars, "Welcome to High School" booklets, annual reports, brochures on programs offered by schools, newsletters, & other school promotions.	Central Office/ Schools	S + 1	3	S + 4	Administrative/ Archival Historical *Education Act *Municipal FOI Act
COM/ PUB	Speeches & Presentations Includes speeches & presentations delivered by board/authority/school staff, elected officials & teachers covering non-classroom topics.	Originating	C + 4	-	C + 4	Administrative/ Archival *Education Act
COM/ PUB	Website Content Includes snapshots of website content & copies of web pages created by school boards for general public use. Includes board authority and school sites.	Originating	C + 1	3	C + 4	Administrative/ Legal *Education Act
COM/ PUB	Yearbooks Includes records and materials used to produce yearbooks by the schools.	Schools	P	-	P	Administrative/ Archival Historical
CUR/PR	Curriculum Planning Includes records regarding the planning of the overall curriculum or specific programs, such as meeting notices, objectives, strategy reports & teaching strategies (implementation) through in-servicing. Also includes Teacher Learning Plans.	Central Office/ Schools	C + 1 C + 1	1 4	3 6*	Administrative/Legal* *Education Act-O. Reg 98/02
CUR/PR	Outlines/Courses of Study Includes outlines of available programs & courses of study.	Central Office	S + 3	-	S + 3	Administrative/ Archival

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CUR/PR	Program Development & Design: Curriculum Ideas/Teaching Units Includes proposals, correspondence & curriculum development materials including writing projects, teaching units, lesson plans, blank examinations and testing ideas, songs, games, music sheets and other learning materials.	Central Office/ Schools	S + 3	-	S + 3	Administrative *Copyright Act *Education Act
CUR/PR	Program/Curriculum Guidelines Includes Ministry/Board/Authority guidelines directives, approved text and software lists, and related correspondence concerning the provision of specific programs in the curriculum (e.g. Junior/ Senior Kindergarten, French Immersion, Enrichment, Values Education).	Central Office	S + 3	-	S + 3	Administrative *Copyright Act *Education Act
CUR/PR	Program Planning: Curriculum Program Proposals: Includes proposals for new curriculum programs, either system-wide or at the school level. Includes meeting notes & reports. Also includes material regarding comparisons with programs in other school boards, provinces, & countries. Curriculum Program Review Includes program review reports & other evaluations of specific programs in the curriculum. Also includes EQAO Test Results.	Central Office/ Schools	S + 3 (S=last ministry review or audit)	- (S=last ministry review or audit)	S + 3	Administrative/ Archival *Education Act
EDU	Associate Programs Includes correspondence and records of programs such as Practice Teaching, Work Experience, & skills related programs.	Central Office	C + 1	-	2	Administrative/ Archival *Education Act

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EDU	Careers Information Includes description sheets for various career choices, as well as arrangements, correspondence and materials used in the running of career days.	Schools	S	-	S	Administrative
EDU	Programs: Driver Education Includes program outlines & correspondence concerning education in the safe operation of motor vehicles.	Schools	T + 1 (T=termination of course)	3	T + 4	Administrative/Legal* *For personal information only *Municipal FOI Act
EDU	Programs: Continuing Education Includes objectives, lesson units, principal reports, program reviews, teaching materials & related records used in continuing education programs (such as heritage awareness, second language, multicultural, seniors programs). Excludes Class Registers, Student Records, Applications/Registrations, and OSR folders for individual students	Central Office	S + 3	-	S + 3	Administrative/Archival
EDU	Programs: Parks & Recreation Includes correspondence and records of programs such as swimming and fitness made available through Municipal Parks and Recreation <i>or the YWCA/YWCA</i>	Schools	C + 1	-	C + 1	Administrative
EDU	Programs & Services: Community Includes records such as Education Week, summer arts camp, mentorship for immigrants & community use of schools, day care services and safety & awareness programs. Also includes program reviews & reports of the activities of community liaison officers.	Central Office/ Schools	C + 1	3	C + 4	Administrative/Archival

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EDU	Safety & Health Awareness Programs Includes records of safety programs such as school safety patrol & safe arrival programs, Elmer the Safety Elephant, anti-drug programs, Peter Pride Anti-Vandalism program, AIDS information, etc. Also includes reports regarding First Aid Training.	Schools	C + 1	-	2	Administrative
EDU	Second Language Programs Includes objectives, program reviews, teaching materials and correspondence related to the instruction of English, French or Native as second languages.	Central Office	C + 1	3	5	Administrative
EDU	Vocational Testing Includes vocational interest tests, games and exercises used in the assessment and counseling of students towards vocational choices. Records are restricted to vocational assessment guidance counseling documentation of a program nature and do not include individual student counseling records.	Schools	S	-	S	Administrative
FAC	Building & Site Approvals Includes documentation such as site plan approvals, building permits, Life Safety Plan & Municipal reports pertaining to the approval of building plan by the Municipality, Fire Marshal's Office, Ministry of Health, and other government bodies.	Business	T + 1 (T=as long as building remains Board property)	5	T + 6	Administrative/Legal* *Limitations Act *Building Code Act *Fire Protection & Prevention Act *Technical Standards Safety Act
FAC	Buildings/Physical Plant & Equipment: Includes records related to support the maintenance & operations of buildings, physical plant & equipment. Includes office equipment.	Business	T + 1 (T=disposal of facility or equipment)	2	T + 3	Administrative *Fire Protection & Prevention Act *Technical Standards & Safety Act

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FAC	Capital Building Projects Facilities Construction Projects: Includes budgets, estimates, project plans & schedules, progress reports project meeting minutes, certificates of clearance, project drawings & correspondence regarding the building of schools & other properties. Excludes capital projects financing & financial records related to construction disbursements.	Business	T + 1 (T=completion of project)	5 (T=completion of project)	T + 6	Administrative/Legal* *Limitations Act *Building Code Act *Fire Protection & Prevention Act *Technical Standards & Safety Act
FAC	Facilities Improvement Projects: Includes project records regarding the building improvements program & supporting documents specific to additions, renovations, & alterations to schools & buildings. Records include drawings, project plans, specifications, meeting minutes, project updates budgets etc.	Business	T + 1	5 (T=completion of project)	T + 6	Administrative/Legal* *Building Code Act *Income Tax Act *Excise Tax Act *Fire Protection & Prevention Act *Real Property Limitations Act
FAC	Confined Spaces Includes records relating to the assessment of confined spaces & written plan & procedures the control of hazards in confined spaces. Excludes training records	Business	E + 1 (E=when record was first created)	-	E + 1	Administrative *Occupational Health & Safety Act
FAC	Designated Substances & Hazardous Materials: Agents Includes records regarding the monitoring of hazardous chemical & physical agents & designated substances in accordance with the Occupational Health & Safety Act. Includes air quality reports. Excludes exposure records of workers.	Central Office/ Schools	E + 1 (E=when the record was first created)	4	E + 5	Administrative/Legal* *Occupational Health & Safety Act

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FAC	Designated Substances & Hazardous Materials: Waste Monitoring & Management Includes record relating to the management & disposal of chemical, biological or physical agents or substances.	Central Office/ Schools	C + 1	2	C + 3	Administrative/Legal* *Occupational Health & Safety Act
FAC	Drawings & Specifications Includes technical specifications for a project or property, e.g., mechanical, electrical, and structural. Includes building & fire code requirements & architect's instructions. Includes all drawings and plans of schools and offices, such as master drawings & floor plans, site plans, aerial plans, and plans for additions and alterations.	Business	T (T=as long as building remains board property)	15	T + 15	Administrative/Legal* *Limitations Act *Real Property Limitations Act
FAC	Emergency Plans Includes records regarding emergencies & related plans to support the board/authority school in case of fire or other emergencies. Records include emergency plans, business continuity plans, call lists, supplier/vendor contracts, & related reports.	Business/ Schools	S + 1	4	S + 5	Administrative/Archival
FAC	Environmental/Recycling Programs Includes general information on environmental awareness programs such as the Blue Box Program.	Business	S	-	S	Administrative
FAC	Facilities/Accommodation Planning Includes records regarding the allocation of classroom & workspace to staff & students. Records include correspondence, proposed enrollment studies & reports, facilities use plans, facilities designs & layouts, furniture layouts, etc.	Central Office	C + 1	3	C + 4	Administrative/Archival

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FAC	Health & Safety Committee Records include reports, correspondence, minutes of health & safety committee meetings, notices, correspondence & reports.	Central Office/ Schools	C + 1	2	C + 3	Administrative *Occupational Health & Safety Act
FAC	Health & Safety Inspection Reports: Includes records of inspections carried out by the Health & Safety Committee in accordance with the Occupational Health & Safety Act.	Central	C + 1	1	C + 2	Administrative *Occupational Health & Safety Act
FAC	Incident Reports: Health & Safety & Student Safety: Includes general records relating to incidents that affect health & safety of staff &/or students, e.g., emergency response, school illness, infections, quarantines, etc. Records include reports, correspondence & summaries & information related to actions taken by staff. Excludes employee medical health records (personally identifiable records).	Central Office/ Schools	E + 1	5 (E=resolution of issue)	E + 6	Administrative *Occupational Health & Safety Act
FAC	Inspection & Testing Logs & Reports: General Includes all documentation to support the inspection & testing of building equipment physical plant & property. Records include logs, inspection reports, yearend reports, equipment lists & location. Includes water flushing logs, water testing reports, elevator logs, sanding & salting logs, playground inspections, physical education equipment inspections, technical program equipment, etc. Excludes contractor logs, air quality testing, Health & Safety inspection reports, emergency power systems inspection reports, emergency power systems inspections & testing, fire extinguisher testing, fire protection system testing.	Central Office/ Schools	E + 1 (E=date record was created)	5	E + 6	Administrative/Legal* *Occupational Health & Safety Act *Fire Protection & Prevention Act *Safe Drinking Water Act *Technical Standards & Safety Act

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FAC	Inspection Logs & Reports: Fire Protection Systems & Emergency Power Systems Includes records regarding the inspection & Testing of emergency power systems, fire extinguishers & fire protection systems.	Central	E + 1	1 (E=life of equipment)	E + 2	Administrative/Legal* *Occupational Health & Safety Act *Fire Protection & Prevention Act
FAC	Land/Site Surveys Includes land survey information such as legal property surveys, construction layout and control surveys, and field notes. Also includes soil boring reports.	Business	S	-	S	Administrative
FAC	Maintenance & Operations Grounds Operations Maintenance requisitions, work orders, logs & reports showing action taken re: grounds keeping, snow clearance, & cleaning.	Business	C + 1	1	C + 2	Administrative
FAC	Material Safety Data Sheets Includes materials safety data sheets as created and issued by the manufacturer. Legislation requires that MSDS be updated every 3 years.	Central Office/ Schools	E + 3 (E=creation or revision of the MSDS) *Every location that uses the material must retain a copy of the data.	-	E + 3	Administrative/Legal* *Occupational Health & Safety Act
FAC	Permits/Facilities Bookings Includes copies of permits issued by the board/authority for use of school property for purposes such as polling stations & community events. Also includes applications for permits, lists of permit holders and inter-jurisdictional permits.	Business/ Schools	C + 1	3	C + 4	Administrative
FAC	Security Includes records regarding the security of office & school facilities and properties such as control of keys, trespassing, surveillance reports, emergency telephone numbers/contacts, and police station locations. Also includes school visitor book & contractor logs, etc.	Business / Schools	S + 2	-	S + 2	Administrative/Legal* *Municipal FOI Act *Education Act Note: Video surveillance recorded data is retained for 30 days or one year from resolution of incident if viewed for law enforcement or safety issues. Access logs are retained for one year.

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FAC	Vehicles/Fleet Management Includes records of all vehicles currently owned, operated and maintained by the Board.	Business	T + 2	- (T=disposal of vehicle)	T + 2	Administrative/Legal* * <i>Limitations Act</i> *Compulsory Automobile Insurance Act
FIN	Accounts Payable Includes records documenting funds payable such as legal fees, trustees & employee's expenses, vendor transaction listings, payment vouchers, cheque requisitions, gas, hydro & phone bills, petty cash disbursements. PIB for staff & board expense.	Accounting/ Schools	C + 1 C + 1	5 1	C + 6 C + 2	Legal* *Income Tax Act *Excise Tax Act *Electronic Commerce Act *Municipal FOI Act
FIN	Accounts Receivable Records related to the accounting for money owed to schools & boards. Records include invoices, cash receipts, correspondence, cash lists, & statements of account.	Accounting	C + 1	5	C + 6	Legal* *Income Tax Act *Excise Tax Act *Electronic Commerce Act
FIN	Audits – Financial Includes records regarding internal and external financial audits of accounts. Excludes audited Financial Statements.	Accounting	C + 1	5	C + 6	Legal* *Income Tax Act *Excise Tax Act *Electronic Commerce Act
FIN	Banking & Cash Management Includes records regarding banking transactions and relationships with banks. Includes bank statements, bank reconciliations, deposit records, cancelled cheques, cheque stubs and money order rates.	Accounting/ Schools	C + 1	5	C + 6	Legal* *Income Tax Act *Excise Tax Act *Electronic Commerce Act

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Function	Record Type	Responsible Department	Active Retention	Inactive Retention	Total Retention	Remarks
FIN	Budgets Includes departmental and Board budgets, both capital & operating. Includes all working notes, crosstalk reports, budget formula calculations, current estimate highlights, preliminary formula budget calculation sheet summaries, and budgeted vs. actual reports.	Accounting/ Schools	C + 1 C + 1	5 1	C + 6 C + 2	Legal* *Income Tax Act *Excise Tax Act *Electronic Commerce Act
FIN	Capital Projects: Financing Includes records relating to the financing of capital projects. Includes quarterly reports, working papers, building monthly costs, capital payment vouchers, approvals, costing, capital expenditure forecasts and correspondence with architects and contractors.	Accounting	T + 1 (T= completion of project)	5	T + 6	Legal* *Income Tax Act *Excise Tax Act *Electronic Commerce Act
FIN	Capital Revenue Includes records related to capital revenue from sale of property & rental income from leased premises & other sources. Excludes Property Matters – see LEGAL.	Accounting	C + 1	5	C + 6	Legal* *Income Tax Act *Excise Tax Act *Electronic Commerce Act
FIN	Cost Allocation Includes records relating to allocation of tuition and transportation costs to municipalities and other school boards. Records include correspondence, reports & related supporting documentation. Excludes transportation and tuition charge-backs – see ACCOUNTS RECEIVABLE.	Accounting	C + 1	5	C + 6	Legal* *Income Tax Act *Excise Tax Act *Electronic Commerce Act

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FIN	Financial Forecasts & Reports Includes records relating to general ledger balancing, including GL reports, variance reports, yearly schedule, variance report changes.	Accounting	C + 1	5	C + 6	Legal* *Income Tax Act
FIN	Financial Statements Includes the Balance Sheet, Income Statement, Statement of Source and Application of Funds, and other audited financial statements. Excludes Financial Working Papers.	Accounting	C + 1	P	P	Legal* *Income Tax Act *Excise Tax Act *Electronic Commerce Act
FIN	Financial Working Papers Includes all drafts, calculations and other working papers associated with the development of financial statements for the Board.	Accounting	C + 1	5	C + 6	Legal* *Income Tax Act *Excise Tax Act *Electronic Commerce Act
FIN	Funding Assessments Includes records relating to the direction of school support, levies & related assessments. Also includes information on fee-paying, non-resident & international visa students	Accounting	C + 1	5	C + 6	Legal* *Income Tax Act *Excise Tax Act *Electronic Commerce Act
FIN	Funding External Sources Records relate to bequests & donations, grants & subsidies (including government), & ISA claims. Records include correspondence, background information & supporting documentation.	Accounting	T + 1 (T=winding up of fund/bequest or expiry of grant period)	5	T + 6	Legal* *Income Tax Act *Excise Tax Act *Electronic Commerce Act

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FIN	Funding: Student Council Includes records on funds allocated to or raised by the Student Council/Parliament. Records consist of accounts receivable and payable documents such as invoices & vouchers.	Accounting/ Schools	C + 1	5	C + 6	Legal* *Income Tax Act *Excise Tax Act *Electronic Commerce Act
FIN	Fundraising : Charitable Organizations Includes records regarding the raising of funds for charitable organizations. Records include completed contribution forms, promotional materials for fundraising & reports.	Originating	C + 1	5	C + 6	Administrative/ Legal; *Income Tax Act; *Excise Tax Act; *Electronic Commerce Act
FIN	General Ledger Includes all records in the books of original entry, whether maintained in book format or as a computer report.	Accounting	C + 1	P	P	Legal* *Income Tax Act *Excise Tax Act *Electronic Commerce Act
FIN	Income Tax Returns Records relating to federal & provincial income tax returns, including signed income tax returns & supporting documents submitted to federal & provincial tax agencies.	Accounting	C + 3	P	P	Legal* *Income Tax Act *Excise Tax Act *Electronic Commerce Act
FIN	Investments Includes records regarding the Board's investments, term deposits and promissory notes. May also include records of investments in fuel for later sale to individual schools and other organizations involved in the bulk purchase. Includes records regarding the debentures & bonds issued. Includes information on the initial issuance of the debenture or bond & records of payments made to investors.	Accounting	T + 1 (T= after closure of account)	5	T + 6	Legal* *Income Tax Act *Excise Tax Act *Electronic Commerce Act

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FIN	Pension Contributions/Support Includes contribution cards detailing pension & benefits obligations due to retired employees under OMERS & other annuity or superannuation plans. (TPP) Includes payroll records required to determine & verify pension payments.	Human Resources	E + 1 (E=until pension is paid out to all beneficiaries)	E + 5	E + 6	Administrative/Legal Pension Benefit Act; Income Tax Act; Employment Standards Act; *Excise Tax Act *Electronic Commerce Act
FIN	Purchase Documentation Records supporting purchases made by the school/board/authority. Includes purchase requisitions, purchase orders requests for proposal, requests for quotations, specifications, invitations to tender, proposals, tender submissions, bid & performance bonds, & all documentation regarding the selection-process.	Purchasing/ Schools	C + 1 C + 1 Note for schools: School-based funds must be kept for 7 years; Board-based funds can be kept for 3 years.	5 1	C + 6 C + 2	Legal* *Income Tax Act *Excise Tax Act *Electronic Commerce Act
FIN	Sales & Property Tax Returns & Reports Includes records documenting taxation such as gas surtax reports, income tax returns, and federal sales tax tables. Also includes Goods and Services Tax returns (GST) and requests for rebate.	Accounting	C + 1	5	C + 6	Legal/ *Income Tax Act *Goods & Services Act *Excise Tax Act *Electronic Commerce Act
FIN	Scholarship Funds & Bequests Includes records regarding the administering and setting up of scholarship funds. Includes fund histories, correspondence, & data sheets. Also includes background information & copies of wills regarding the administration of the bequests.	Accounting/ Schools	T + 1 (T= termination of bequest)	5	7	Legal* *Income Tax Act

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FIN	Subsidiary Ledgers, Registers & Journals Includes all subsidiary ledgers, registers and journals such as payment and Receipt Journals, payroll registers, and Purchase Order Registers. Also includes year end adjustments.	Accounting	C + 1	5	C + 6	Legal/ *Income Tax Act *Excise Tax Act/ *Electronic Commerce Act/ *Limitations Act *Real Property Limitations Act
FIN	Transportation Reports & Costing Includes records on bus route costings, fuel rates, bus capacity loading, and records regarding the escalation and de-escalation of fuel prices for vehicles and buses and its impact on the Bus Transportation Contract with the Bus Line Operators.	Transportation	C + 1	5	C + 6	Legal* *Income Tax Act *Excise Tax Act *Electronic Commerce Act
HUM	Collective Agreement Administration Includes records regarding the administration and interpretation of the Board's collective agreements. Includes seniority lists, implementation plans, sub plans, and related records. Excludes Grievances, Labour Certification Documents and Negotiations – see HUMAN RESOURCES; and Collective Agreements – see LEGAL.	Human Resources	T + 2 (T= term of contract period; seniority lists S.)	8	T + 10	Administrative
HUM	Criminal Background Checks Includes records regarding the administration and interpretation of the Board's collective agreements. Includes seniority lists, implementation plans, sub plans, and related records. Excludes Grievances, Labour Certification Documents and Negotiations – see HUMAN RESOURCES; and Collective Agreements – see LEGAL.	Human Resources	T (T=termination of employment or six years without an offence declaration for volunteers)	T + 6	T + 6	Administrative/Legal* *Education Act/ Municipal FOI Act

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HUM	Criminal Offense Declarations Annual Offense Declarations, signed by the employee/service provider, which lists all criminal code convictions registered since the date of the Criminal Background Check or last Offense Declaration.	Human Resources	S + 1	-	S + 1	Administrative/Legal* *Education Act/ Municipal FOI Act
HUM	Employee Attendance Includes records regarding employee attendance, absences (leaves & sabbaticals) and vacations. Records include details about vacation schedules, hours of work, absenteeism reports & related reports from the HRIS systems.	Human Resources	E + 3 (E=date record was created)	-	E + 3	Administrative/Legal* *Income Tax Act; *Employment Standards Act *Municipal FOI Act
HUM	Employee Benefit Plan Includes brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered to employees such as group insurance, dental plans, Employee Assistance Program, benefit rate changes and premium adjustments	Human Resources	S + 1	-	S + 1	Administrative
HUM	Employee Incident/Accident Reports Includes reports of accident/injury to board/authority employees under the Workplace Safety & Insurance Act & designated substances exposure records under the Occupational Health & Safety Act. Records may include: doctors notes, follow-up notes & related correspondence, short-term & long-term disability claims for both teaching & support staff & record of administration of first aid.	Human Resources	E + 1 (E=when claim was settled)	6	E + 7	Administrative/Legal Occupational Health & Safety Act; Worker's Safety & Insurance Act *Limitations Act *Municipal FOI Act

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HUM	Employee Records Includes records regarding the employment history of Board employees. Includes initial resume and applications, internal applications, benefit enrollment forms, salary calculation forms, change advice, report of accidental injury, employee master record cards, certification of level placement, probationary contract, employee evaluations, key tasks, and employee verification forms. Includes teaching and support staff.	Human Resources	T + 1 (T=termination of employment; minimum requirements; subject to long term retention)	6	T + 7	Administrative/Legal* *Limitations Act *Occupational Health & Safety Act *Municipal FOI Act *Workplace Safety & Insurance Act
HUM	Employee Surveys Includes surveys & research conducted on board/authority staff regarding issues & planning that affect them.	Human Resources	S + 1 (S=when survey is updated)	-	S + 1	Administrative *Municipal FOI Act
HUM	Employment Equity Program Includes records and historical information regarding employment equity.	Human Resources	T + 1 (T= termination of the plan)	2	T + 3	Administrative/Legal* *Municipal FOI Act
HUM	Human Resources Planning Includes records of succession planning, staff turnover rates, <i>staff mobility</i> , staff transfers, allocation of staff, placements & promotions and related records.	Human Resources	C + 1	4	C + 5	Administrative *Municipal FOI Act
HUM	Job Descriptions Includes job descriptions and specifications as well as background information used in their preparation or amendment. Also includes positions of responsibility.	Human Resources	S + 2 (S=when new job descriptions are written)	-	S + 2	Administrative
HUM	Labour Relations: Grievances & Arbitration Includes records regarding grievances filed by employees such as evaluation reports, notifications, correspondence with unions concerning grievance initiators and legal opinions.	Human Resources	E + 5 (E=Resolution/withdrawal of grievance)	-	E + 5	Administrative/Legal* *Municipal FOI Act

Function	Record Type	Responsible Department	Active Retention	Inactive Retention	Total Retention	Remarks
HUM	Labour Relations: Negotiations & Agreements Includes records regarding the administration & interpretation of the board's /authority's collective agreements & includes seniority lists, implementation plans, subplans, & related records. Also includes records related to collective bargaining, e.g., final offers, memoranda of settlement, mediations, arbitrations, & scatter grams used in preparation for bargaining. Excludes collective agreements.	Human Resources	T + 5 (T=termination of the contract period)	-	T + 5	Administrative/ Archival
HUM	Labour Relations: Union Certification Includes original documents concerning the certification of labour unions.	Human Resources	P	-	P	Administrative/ Legal* Canada Labour Code
HUM	Medical Records: Employee Includes doctor's notes, correspondence, & health reports related to an employee's medical situation.	Human Resources	C + 1 Note: maintain confidentially & limit access.	-	C + 1	Administrative/ Legal *Municipal FOI Act
HUM	Medical Records: Hazardous Materials Exposure Records of exposure to asbestos & other hazardous materials.	Human Resources	E + 1 (E=last record made)	19	E + 20	Administrative/Legal* *Occupational Health & Safety Act *Municipal FOI Act
HUM	Pay Equity Includes records regarding the establishment & implementation of the board's/authority's pay equity plan. Records include background information, consultant information, questionnaires, interview documentation & job evaluation plans.	Human Resources	S + 1	4	S + 5	Administrative
HUM	Pension/Superannuation Plans Includes general information on OMERS, Teachers' Pension Plan Board and other annuity or superannuation plans & annual information returns	Human Resources	S	P	P	Administrative/Legal* Pension Benefits Act

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HUM	Performance Appraisals Includes records of job performance appraisals on all employees according to established timelines and criteria through board/ <i>authority</i> procedures	Human Resources	E + 1	5 (E=date of appraisal)	E + 6	Administrative/Legal Education Act *Municipal FOI Act
HUM	Professional Development: Conferences Includes records relating to invitations, approvals & registrations for internal & external training events, seminars & workshops.	Originating	C + 1	-	2	Administrative *Municipal FOI Act
HUM	Professional Development: Programs & Materials Includes records regarding courses & conferences facilitated by the Board for staff development & information on career & professional development programs. Also includes conference proceedings & presentations, orientation materials & staff development calendars.	Human Resources	C + 1	3	C + 4	Administrative/ Archival
HUM	Recruitment & Hiring Includes records regarding the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions, & resumes of candidates selected for interviews.	Human Resources	E + 1	- (E=posting)	E + 1	Administrative
HUM	Resumes & Job Applications Records include applications, resumes & applicant evaluations to support recruitment in the school & school board/authority. Excludes resumes of candidates selected to be interviewed.	Human Resources	E + 6m (E=decision regarding hiring or not. Resume is transferred to employee file upon hiring) *Note: Suspended destruction for grievances.	-	E + 6m	Administrative/Legal *Municipal FOI Act

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HUM	Salary Administration Includes records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, salary surveys and schedules, salary increments, service pay and substitution pay. Excludes pay equity planning.	Human Resources	S	-	S + 1	Administrative/Legal Pay Equity Act
HUM	Staff Awards & Recognition Includes records relating to the Board established program for recognizing the outstanding achievements and significant efforts of its employees and others towards the Public Educational System.	Human Resources	C + 2	-	C + 2	Administrative/ Archival *Municipal FOI Act
HUM	Staff Listings & Reports Includes all report listings concerning staff e.g., staff directories, seniority lists, retirement lists & lists of supply teachers that are produced as computer out-put documents.	Human Resources	S + 1	-	S + 1	Administrative *Municipal FOI Act
HUM	Temporary Employment Includes correspondence, requests for temporary help, lists of floater secretaries/supply teachers, typing tests, and other records regarding temporary employees of the Board.	Human Resources	T + 1 (T=termination of employment; purged to minimum requirements; subject to long term retention)	-	T + 1	Administrative/Legal *Municipal FOI Act
HUM	Training Records Includes records related to staff training mandated by legislation or board policy including confined space general & specific training, WHMIS training etc.	Human Resources	S + 1	3	S + 4	Administrative *Municipal FOI Act
HUM	Vacations Includes general records regarding employee vacations, schedules/planners, and related correspondence.	Human Resources	C + 1	1	C + 3	Administrative/Legal*

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HUM	Volunteer Development Includes records of volunteer programs such as recruitment workshops, annual receptions and volunteer activities in schools. Records include volunteer guidelines, correspondence, & volunteer program details. Excludes criminal background checks & offense declarations	Schools	S	-	S + 1	Administrative/Archival *Municipal FOI Act
IT	Access Control & Password Records Records relating to management of & access to programs. Includes individual access, password management, etc.	Information Technology	E + 1 (E=termination of employee)	-	E + 1	Administrative
IT	Computer System & Architecture Documentation Includes records relating to the design of computer systems and/or software, including needs assessments, business cases, project charter, process flow cart documentation, impact analysis, user & system requirements, specifications, testing plans & results, user sign-offs, project management meeting minutes/documentation, system development documentation, software design records, & software inspection notes. Also includes records on system installations/conversions & product evaluations. May also include requests for significant modifications, fixes, & upgrades.	Information Technology	T	(T=life of system)	T + 2	Administrative/Legal *Limitations Act

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IT	Information Systems Production Activity & Control Files Records relating to computer systems operations & backup tapes. Includes activity logs, help desk tickets, change control sheets, change orders, file access control reports, system changes & mainframe access forms.	Information Technology	S + 1	-	S + 1	Administrative
IT	Telecommunications Systems Records relating to the management & maintenance & use of telecommunications equipment. Includes systems documentation, configuration details, & services provided.	Information Technology	T + 1	2 (T=life of system)	T + 3	Administrative
LEG	Accident/ Incident Claims & Reports Includes reports related to student accidents that occur on board/authority property, schools & the administration offices or on school trips. Records include claims communication, investigations, reports, administration of first aid & action taken as a result of the accident. Includes reports to OSBJE. Excludes claims/litigations, WSIB claims/reports.	Business/Schools	E + 2 (E=when incident happened) NOTE: Keep until student is age 18 & report is at least 2 years old	-	E + 2	Administrative/ Legal* Limitations Act *Municipal FOI Act
LEG	Acts & Legislation/ Regulations Includes single copies of Acts and Regulations, bills & judgments relevant to the Board's activities, as well as correspondence and discussion papers concerning the Acts and Regulations and amendments to them.	Records/Originating	S + 1	-	S + 1	Administrative/ Legal*

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LEG	<p>Appeals/Hearings</p> <p>Includes records of hearings conducted by the Ministry of Education or Board, official or select committee, with respect to items of a particular nature such as the closing of a school, student suspension appeals, IPRC appeals, human rights appeals, pay equity appeals, FOI appeals, etc., in accordance with the Acts & Regs. of Ontario. Records include the hearing proceedings & final decision.</p>	Central Office	T	5 (T=final resolution)	T + 5	Administrative/ Legal* *Municipal FOI Act *Limitations Act
LEG	<p>Claims/ Litigation</p> <p>Includes all liability claims & litigation against or entered into by the board/authorities & schools. Records include reports, correspondence, investigations, etc. Excludes accident reports & WSIB/STD/LTD claims.</p>	Business	T + 1	- (T=resolution of claim)	T + 1	Administrative/ Legal* Limitations Act
LEG	<p>Contracts & Agreements</p> <p>Correspondence & information related to contracts & agreements.</p>	Originating	T + 1	5 (T=expiry of agreement)	T + 6	Administrative/ Legal Limitations Act
LEG	<p>Contracts & Agreements – Simple</p> <p>Includes contracts & agreements not under corporate seal, such as equipment rental & service contracts, vehicle lease & purchase agreements. Also includes computer hardware/software license agreements as well as work education agreements for co-op education programs.</p>	Central Office/ Originating	T + 1	5 (T=expiry of agreement)	7	Administrative/ Legal* Limitations Act

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LEG	Contracts & Agreements – Under Seal Includes contracts & agreements under seal such as union collective agreements, land purchase/sale agreements, & other special agreements. Includes contracts with Bus Operators and agreements with the Provincial Government regarding use of grants.	Central Office/ Originating	T + 1 (T=expiry of agreement)	19	21	Administrative/ Legal* Limitations Act
LEG	Deeds & Titles Includes original deeds to any Board owned property.	Business	P	-	P	Administrative/ Legal* *Real Property Limitation Act
LEG	Incidents: Racial Discrimination & Harassment Includes records of incidents involving staff & students, incident reports, investigations, & correspondence regarding these issues. Excludes appeals/hearings.	Human Resources	E + 1 (E=when incident is reported)	-	E + 1	Administrative/Legal* * Limited access to files Ontario Human Rights Code; Municipal FOI Act; OSR
LEG	Insurance Policies Records relating to policies to cover loss or damage to property or premises & cover staff & general public against injury or death resulting from accidents on school/board/authority premises or occurring during employment. Records include insurance policies, documentation regarding the annual review of insurance policies, certificates, appraisals & related correspondence. Excludes Accident Reports and Insurance Claims – see LEGAL.	Business	T + 1 (T=expiry of policy)	5	T + 6	Administrative/ Legal* Limitations Act
LEG	Legal Opinions/ Precedents Records relating legal opinions & precedents about legal issues identified by the school/board/authority. Records include case law, correspondence, reports, & findings/opinions provided to requestor.	Central Office/ Originating	T + 1 (T=completion of issue)	-	T + 1	Administrative/ Legal

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Function	Record Type	Responsible Department	Active Retention	Inactive Retention	Total Retention	Remarks
LEG	Policing Arrangements Includes correspondence between schools and police departments regarding extra duty officers, police visits to schools, & related items.	Schools	C + 1	-	C + 4	Administrative
LEG	Property Acquisition & Sale Includes land purchase agreements, development agreements, property appraisals, valuations, & quotes concerning land owned by the board/authority or under consideration for purchase. Also includes plans, correspondence, reports & backup documentation relating to the acquisition or sale of lands.	Business	T + 1	19 (T=disposal of property)	T + 20	Administrative/Legal* *Real Property Limitation Act
LEG	Property Damage/ Trespassing Reports Includes reports and general correspondence regarding property damage, theft or loss. Also includes vandalism, copies of repair invoices, monthly & annual summaries.	Business/ Schools	C + 1	4	C + 5	Administrative/Legal* *Real Property Limitation Act *Municipal FOI Act
MAN/ POL	Administrative Council/ Executive Council/ Principals Council: Includes agendas and minutes of the Administrative, Executive and Principal's Councils of the Board of Education.	Board Secretary	C + 2 (Official copy subject to long term retention)	P	P	Administrative/ Legal* Education Act
MAN/ POL	Appointments to Boards & Committees Includes records on recommendations made by the Board regarding appointments to other local Boards such as the Library Board, Board Solicitors, Banking Authority and Auditor.	Board Secretary	T + 1	-	T + 1	Administrative/ Legal* Education Act
MANG/ POL	Articles of Incorporation, By-Laws & Constitution Includes records related to the operation of the school board & capture details about the legal entity.	Board Secretary	S + 1	P	P	Administrative Education Act

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MAN/ POL	Board Reports Includes staff reports to the Board of Trustees and Ministry of Education concerning any issue that affects the management, planning and implementation of programs and operations of the schools and departments (e.g. School Year Calendar).	Board Secretary	C + 2 (Official copy subject to long term retention)	P	P	Administrative/ Legal* Education Act/ Archival
MAN/ POL	Education Guidelines, Policies & Directives: External Includes documentation about initiatives & guidelines provided by the Ministry of Education. Records include memoranda, directives, & correspondence such as the OSR Guideline, EIC Guidelines, & Ministry Policy/Program Memoranda.	Board Secretary	S + 3	-	S + 3	Administrative/ Legal* Education Act/ Archival
MAN/ POL	Education Guidelines, Policies & Directives: Internal Includes records relating to board & school operating practices & activities, policy, & procedure manuals, guidelines & directives, & all other policies & procedures established by the board, departments & schools, such as accounting procedures, emergency procedures, evaluation procedures, records management, personnel, & attendance reporting procedures.	Board Secretary	S + 1	P	P	Administrative/ Legal* Education Act/ Archival *Fire Protection & Prevention Act *Occupational Health & Safety Act
MAN/ POL	Growth Plans Includes records and reports on the growth plans of the Board/Schools.	Board Secretary/ Schools	S	-	S	Administrative/ Archival

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MAN/PO	Intergovernmental Relations Includes correspondence and reports between the board and various governmental offices, such as the Municipality, provincial Ministries, etc. Also includes correspondence & information on other school boards. Excludes the Ministry of Education – see Education Guidelines under Management/ Policy category of records.	Originating	C + 1	5	C + 6	Administrative/Archival *Education Act
MAN/ POL	Meetings: Board of Directors Includes agenda & related reports meetings, working notes used in agenda preparation, minutes, resolutions & meeting briefs.	Board Secretary	C + 5	P	P	Administrative/ Legal* Education Act Archival
MAN/ POL	Meetings: Governance Committee & Councils Includes agendas and minutes of school standing, advisory & ad hoc committees. May include school council, administrative council, directors' council; steering, standing & advisory committees; task forces; the Employee Assistance Program advisory committee; & Special Education advisory.	Board Secretary	C + 5 (Official copy subject to long term retention)	P	P	Administrative/ Legal* Education Act
MAN/ POL	Organization Structure Includes records regarding reporting relationships, reorganization, organizational analysis, etc. for schools & school board/authorities. Also includes organizational charts & school profiles.	Board Secretary	S + 1	-	S + 1	Administrative/ Archival *Education Act

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MAN/ POL	Policies/ Procedures Includes policy and procedure manuals, guidelines and directives (e.g. Executive Council Memoranda) and all other policies, regulations & procedures established by the Board, departments and schools, such as accounting procedures, emergency procedures, personnel, attendance reporting and computer network procedures.	Board Secretary	S	P	P	Administrative/ Archival
MAN/ POL	Program Audits Includes audits of programs, curriculum plans & related board/authority & school activities undertaken by the Ministry of Education.	Originating	E + 1	5	E + 6	Administrative Education Act
MAN/ POL	Resolutions/ Briefs Includes final version of the Board's resolutions or brief submissions.	Board Secretary	P	P	P	Administrative/ Legal* Education Act/ Archival
MAN/ POL	Trustee Management Includes Clerk's Certificate, elections information, personal information, directories and news items regarding the trustees. Also includes trustee distribution and orientation information.	Board Secretary	T + 2 (T=expiry of term of office)	-	T + 2	Administrative/ Legal* Education Act/ Archival *Municipal FOI Act
RESEA/ PLAN	Ministry Reports Includes statistical reports required by the Ministry of Education as part of the funding process or for the preparation of educational statistics, i.e. September/October and March Board Reports.	Central Office/ Schools	C + 1 C + 1	8 2	10 4	Administrative/ Legal* Ministry of Education
RESEA/ PLAN	Municipal Planning/Development Includes records regarding planning & development issues within the Municipality that may have implications on enrollments within the school system. Includes sub-division plans, official plan amendments, Ontario population reports & traffic studies.	Central Office	C + 1	3	5	Administrative/ Archival

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RESEA/ PLAN	Planning: School Boundaries Includes information relevant to the establishment of school boundaries for the purposes of enrollment and facility use. Includes boundary descriptions, <i>school attendance areas</i> & maps.	Central Office	S	P	P	Administrative/ Legal Education Act/ Archival
RESEA/ PLAN	Planning: School Enrolments Includes records regarding planning & development issues within the municipality that may have implications on enrolments within the school system. Includes subdivision plans, official plan amendments, Ontario population reports, & traffic studies.	Central Office	C + 1	3	C + 4	Administrative
RESEA/ PLAN	Reference Materials Includes information gathered as background data to support research & other activities within the board/authority & the school. Information may include articles, white papers, research reports, & information from other school & boards.	Originating	S + 2	-	S + 2	Administrative
RESEA/ PLAN	Research Projects: Curriculum/Program Includes records of any research conducted into curriculum or program development, such as questionnaires, interest surveys & independent research studies.	Central Office	T + 1 (T=completion of research project)	5 (T=completion of research project)	T + 6	Administrative/ Legal Limitations Act/ Archival

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RESEA/ PLAN	Research Projects: School System Includes records relating to internal & external research. Records include applications, surveys, & research reports undertaken to capture information about school system issues; student evaluation & scoring systems & student backgrounds; school & career selection; & external research. Records include applications, surveys & research reports.	Central Office	T + 1 (T=completion of research project)	5	T + 6	Administrative/ Legal* Limitations Act/ Archival Municipal FOI Act (for personal info only)
RESEA/ PLAN	Research Projects: Student Demographics Includes aggregate reports profiling the characteristics of the student population such as age, grade, promotion, country of birth, religion, declining enrollment, & other trend data.	Central Office	C + 1	5	C + 6	Administrative/ Archival
RESEA/ PLAN	Research Requests: External Includes external applications to conduct research from sources such as universities, graduate students, & foundations, & their final reports.	Central Office	T + 1 (T=completion of research project)	-	T + 1	Administrative/ Legal Archival
RESEA/ PLAN	Strategic Planning Includes all strategic & operational planning documents, mandates, as well as related correspondence, background and reference information.	Central Office	S + 2	-	S + 2	Administrative/ Archival
STU	Bursaries & Awards Includes records regarding bursaries & awards presented to students at commencement or graduation.	Schools	T + 1 (T=retirement/transfer of student)	-	T + 1	Administrative/ Archival Municipal FOI Act
STU	Case Files: Attendance Records Includes general records of students who are referred for counseling on attendance problems. Also includes SALEP records.	Spec. Ed/ Schools	T + 1 (T=retirement of student)	-	T + 1	Administrative/ Legal* *Municipal FOI Act Subject to inclusion in OSR

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STU	<p>Case Files: Counseling</p> <p>Includes case files of students who are referred for behavioral difficulties, psychological testing, speech & language issues, & social worker reports. Records include referrals, reports, case notes. Note: Duplicate copies of referrals, consents, reports case notes are maintained separately.</p>	Spec. Ed / Schools	E + 10 (E=date of last contact or date student turns 18 years of age)	-	E + 10	Administrative/ Legal* Subject to OSR inclusion *Municipal FOI Act *Education Act
STU	<p>Case File: Placement Assessments</p> <p>Records relating to the assessments of students to determine their language background, immigration status, educational history, vocational testing, test results & recommendations for level placement & subjects.</p>	Schools	T + 1 (T=retirement of student)	-	T + 1	Administrative/ Legal* OSR Guideline *Municipal FOI Act
STU	<p>Case Files: Referrals</p> <p>Includes a compilation of all records for individual students who are referred for student services. Includes final summaries, confidential reports, & consents to disclosure & referral forms (e.g., IPRC). May include home instruction/homeschooling records</p>	Student Services/ Schools	E + 1 (E=resolution of issue/date of last contact or date student turns 18 years of age)	-	E + 1	Administrative/ Legal* Subject to OSR inclusion *Municipal FOI Act

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STU	<p>Case Files: Student Welfare</p> <p>Includes correspondence & confidential reports regarding students where there is suspicion of child abuse, neglect or family violence. This documentation is not considered part of the Ontario Student record and should be kept in a file in the Principal's Office for security. A notation that a report has been forwarded to the Children's Aid Society is adequate for the OSR. After most recent reports, retained only by special approval of the board/authority.</p>	Schools/ Principals Office	E + 1	- (E=date of report)	E + 1	Administrative/Legal* Child & Family Services Act Municipal FOI Act (restricted access)
STU	<p>Certificates of Program Completion</p> <p>Records relating to successful completion of programs offered by the school/board/authority. Records include certificates & correspondence related to courses. Excludes report cards & day school program.</p>	Schools	T + 1	- (T=retirement of student)	T + 1	Administrative *Municipal FOI Act
STU	<p>Examinations & Testing</p> <p>Includes records regarding student exams &/or province-wide testing (e.g., EQAO). Records include correspondence, exam day schedules, exam day attendance and originals of completed student examinations, assignments and other projects. Excludes master copies of blank exams.</p>	Schools	C + 1	-	C + 1	Administrative/ Legal* Municipal FOI Act (restricted access)
STU	<p>Extracurricular/Co-Curricular Activities</p> <p>Includes records regarding school extracurricular activities such as clubs, choir, Student Council/Parliament, and athletics (Field Days).</p>	Schools	C + 1	-	C + 1	Administrative

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STU	Guidance Materials: Post Secondary Education Includes brochures, calendars, description sheets & catalogues relating to career opportunities, external school programs, post secondary education, private schools, and scholarships to support students.	Schools	S	-	S	Administrative
STU	Office Index Cards (OIC'S) Includes all office index cards containing personal information, as well as retirement/transfer information on individual students, which is available for immediate access & as OSR backup information. The OIC may be retained electronically if a hard copy can be readily produced.	Schools	T + 55 (T=retirement of student)	-	T + 55	Administrative/ Legal* OSR Guideline *Education Act *Municipal FOI Act
STU	Ontario Student Records (OSR's) Includes original Ontario Student Record folders with all documentation maintained for the OSR system, such as final pupil report cards and Ontario Student Transcript, records of instruction in French/Native as a second language, documentation file, specific health information, destination & follow-up information, records of SALEP, IPRC documentation, Special Education programs, and any other inserts judged by the principal to be valuable and/or conducive to the improvement of the instruction of the student, in accordance with the Ministry of Education/Board Guidelines. The information relating to suspension for violent behavior shall not be removed from the OSR unless three consecutive years have passed during which no further suspensions for serious violent incidents have taken place. Excludes Office Index Card – maintained separately.	Schools	T + 5 (T=retirement of student)	50 (T=retirement of student)	T + 55	Administrative/ Legal* OSR Guideline

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STU	Programs: Co-operative Education Includes correspondence with potential employers, surveys, & monthly monitoring teacher reports, statistics & other records of co-operative education programs. Includes apprenticeship programs. Excludes Work Education Agreements	Central Office/ Schools	T + 1 (T=termination of work placement)	5	T + 6	Administrative
STU	Programs: Non-Classroom Includes requests, consent/ permission forms, correspondence & reports regarding out of classroom activities. Includes records regarding student exchanges & field trips & arrangements for special events related to specific programs, such as concerts, festivals, track meets, tournaments, facility tours, art or essay contests, public speaking contests, Young Authors'/Artists' conferences & science fairs, ski trips to Quebec and Winter Break trips overseas.	Central Office/ Schools	C + 1	-	C + 1	Administrative/ Archival *Copyright Act
STU	Registers: Student Enrolment & Attendance Includes registers and reports concerning the enrolment/ attendance of students, recording of daily attendance, & daily absence reports. Also includes class registers for non-school systems programs such as continuing education, driver education & heritage language programs.	Schools	C + 1	-	C + 2	Administrative/ Legal* *Education Act *Municipal FOI Act
STU	Registers: Student Marks Includes information on students' courses completed and marks received & mark verification sheets. Also includes electronic records. Excludes report cards	Schools	T + 1 (T=retirement of student)	-	T + 1	Administrative/ Legal* Municipal FOI Act

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STU	Student Health Records Includes medical & health information regarding students required for the care & treatment of students in the school setting. Includes pediculosis, medical emergency plans, administration of medical plans & other health related materials.	Schools	C + 1	-	C + 1	Administrative Subject to OSR inclusion *Municipal FOI Act
STU	Student Meal Programs Includes records of school milk & breakfast programs, such as lists of students involved in the programs.	Schools	C + 1	-	C + 1	Administrative *Municipal FOI Act
STU	Student Records: Co-operative Education Includes records of individual students participating in co-operative education work assignments, such as copies of work education agreements, evaluation forms for employer interviews, training plans & applications for program, & student evaluation forms. Excludes co-operative education agreements.	Central Office/ Schools	T + 1 <small>(T=retirement of student)</small>	- <small>(T=retirement of student)</small>	T + 1 <small>(T=retirement of student)</small>	Administrative/ Legal* *Municipal FOI Act Subject to inclusion in OSR
STU	Student Records: Continuing Education Includes mature student appraisals, marks and other student-related records for continuing education purposes.	Central Office/ Adult Ed. Centres	T + 1 <small>(T=retirement of student)</small>	- <small>(T=retirement of student)</small>	T + 1 <small>(T=retirement of student)</small>	Administrative/ Legal* *Municipal FOI Act
STU	Student Records: External Program Participation Includes requests, consent/ permission forms, correspondence & reports regarding school field trips & reports relating to the student (s) involved in student exchanges.	Central Office/ Schools	T + 1 <small>(T=completion of exchange or program)</small>	- <small>(T=completion of exchange or program)</small>	T + 1 <small>(T=completion of exchange or program)</small>	Administrative/ Archival OSR Guideline *Municipal FOI Act
STU	Student Records: Special Programs Includes records of individual students who are referred for placement in special program classes, such as applications, tests, assessments & raw data. e.g., IEP	Spec. Ed	T + 1 <small>(T=retirement of student)</small>	- <small>(T=retirement of student)</small>	T + 1 <small>(T=retirement of student)</small>	Administrative/ Legal* Subject to OSR inclusion *Municipal FOI Act

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STU	Student Records: Specialized Equipment Needs Includes records for students requiring special equipment to assist in the instruction of the student. Excludes financial records for ISA claims	Spec. Ed/ Schools	T + 1 (T=retirement of student) Note: Copy of ISA claim/equipment P.O. kept in student's OSR	-	T + 1	Administrative/ Legal* Subject to OSR inclusion *Municipal FOI Act
STU	Student Registrations/ Applications Includes registration forms & applications for school entry or special programs such as French Immersion, Summer School, or continuing education. Also includes copies of applications to universities and colleges, as well as Student Assistance.	Schools	S	-	S	Administrative *Municipal FOI Act
STU	Student Reporting Includes all report listings concerning individual students that are retrievable by student name, or other identifier, such as first language reports, non-resident student report, class list reports, Ontario Scholar lists, tape dumps, student online transaction listings & student information system edits.	Central Office/ Schools	S + 1	-	S + 1	Administrative/ Legal* Municipal FOI Act (restricted access)

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STU	<p>Suspension/Expulsion Notices Includes records of students who are suspended/expelled from school and all school-related activities in accordance with the Education Act. Includes investigations notes, reports, & appeal records. Final suspension letters may be filed in the OSR in accordance with board/ authority policy. Records may be removed or retained by principal if deemed appropriate. Suspension for violent incidents to be retained as follows per MOE Violence Free Schools Policy:</p> <p><u>No Suspension/No Expulsion</u> E + 3 E=three years without report of a violent incident to police</p> <p><u>Suspension</u> E + 3 E=completion of 3 consecutive years during which there were no further suspensions for serious violent behavior.</p> <p><u>Expulsion</u> E + 5 E=five years from the date of expulsion.</p>	Schools	E + 3 (E=incident of suspension, where no further suspensions have occurred)	-	E + 3	Administrative/ Legal* Municipal FOI Act (restricted access)
			Note: Special rules apply for retention of suspension letters for violent incidents.			
STU	<p>Timetables/ Schedules Includes elementary course timetables, secondary school course calendars, yard duty schedules, school year calendars, school bell schedules, & related records. Also includes timetables & "teacher day books" maintained by teachers</p>	Schools	S	-	S	Administrative/ Legal* Archival

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STU	Transfers/ Withdrawals/ Admittances/ Retirements Includes reports & forms recording the transfer, exit, room changes, promotions, or admittance of students from schools. Also includes signed & dated forms authorizing student admissions, transfers, or retirements.	Schools	E + 1 (E=when transfer/ withdrawal/ admittance/ retirements happen)	-	E + 1	Administrative/ Legal* Municipal FOI Act (restricted access) Subject to OSR inclusion
STU	Transportation: Student Bus Services Includes records concerning transportation/busing for transportation of students to & from schools, special education, school field trips, & special programs. Records include bus schedules, requests for transportation, bus routes, boundaries, & student lists (names & addresses)	Transportation	S + 1	-	S + 1	Administrative/ Legal* Municipal FOI Act (restricted access)

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