

RECORDS RETENTION

Background

Federal and Provincial Acts and Regulations require that certain documents be retained for specified periods of time for audit and other purposes.

The District adheres to federal and provincial requirements for the retention of financial and other records.

Procedures

1. Where an Act or Regulation specifies a period longer than that indicated in this Administrative Procedure, the Act takes precedence. If there is doubt regarding retention, the appropriate authority shall be contacted.
2. Documents may be stored in alternative technological format when written permission is received from the governing authority.
3. It shall be the responsibility of the Secretary Treasurer to obtain any approvals for destruction of records related to Provincial and Federal Acts (Taxation, EI, GST, Customs Tax, etc.).
4. Documents not listed and not required to be retained for a specified period are to be considered for retention/disposal on the basis of their future value for legal, historical or statistical purposes and the availability of similar data elsewhere.
5. Periods of retention for various types of documents will be maintained in the Records Classification and Retention Manual (Appendix).
6. Electronic records must conform in the same manner as hard copy records

Reference: Sections 22, 23, 65, 85 School Act
Document Disposal Act
Freedom of Information and Protection of Privacy Act

Approved: August 15, 2021
Revised: