

PRESERVATION AND DISPOSAL OF RECORDS

Background

A records management program will be maintained to provide control over the quality and quantity of information produced by the Division, from its creation until its disposal, for legal, fiscal and historical purposes. Proper custody, storage and disposal of records shall comply with statutory requirements.

Procedures

1. The Division shall preserve and dispose of the official records of the Division in accordance with the following schedules:

SECTION A: Documents and Records To Be Retained Permanently

- Bylaws
- Land Titles documents and records
- Form 42 re teachers and schools
- Minister's Orders
- Ledgers General
- School building plans
- Minutes (and all supporting documentation, including copies of agendas)
- School Registers and /or Individual Attendance Cards
- Committee Reports
- Agreements and contracts for business administration (including agreements with other school boards and government agencies)
- Contracts (for other than teaching personnel)
- Teachers' Agreements and Contracts (Personnel File - including offer, acceptance and notice of confirmation; personal information on teachers)
- Records and files of the Director
- List of officials of school districts
- Student Registration Cards (local)
- Insurance Policies
- Election Records (for other election records see Section D)
- Revised Voters' List (if prepared by the Division)
- Poll Map (if prepared by the Division)

- Nomination forms
- Poll by Poll election results
- Returning Officers' summary of results

SECTION B: Documents And Records To Be Disposed of After Time Lapse Of Ten Years

- Correspondence (Special) – Classified correspondence is to be segregated into subject matter groups and retained for the minimum period of time applying to the related subject matter. With respect to the classification of correspondence upon which there may be disagreement, any decision by the Board shall be subject to Section 369 of the Education Act.
- Local Government Board Authorization
- Records of Students' marks (retention for a minimum of ten years after student completes or leaves school)
- Annual Audited Financial Statements

SECTION C: Documents & Records To Be Disposed of After Time Lapse of Seven Years

- Bank passbooks or statements
- Cash payments books
- Cash receipt books
- Cheques (cancelled)
- Deposit books
- Duplicate receipts
- Payrolls
- Requisitions (including Purchase Orders)
- Tenders
- Vouchers
- Oaths of Office (retention for seven years from last date of holding office)
- Debenture Register
- Debentures (paid)
- Debenture Coupons
- Guarantee Bond (seven years after expiry)
- Correspondence (general), (three years after closed)
- Student File Folders (local)
- Yearly Return and Half Yearly Return (local)

SECTION D: Documents And Records To Be Disposed of After Time Lapse Of Varying Periods of Time

- Application for grants (one year after receipt of grant)
- Inventories (one year after audit of subsequent inventory)
- Budgets (retention for two years after budget year)
- Cumulative Record Folders (five years after student leaving) (local)
- Superintendents' Reports (last five years or two years after termination of employment) (local)
- Anecdoted Student Records (local)
- School-Based Family Records (local)
- Election Records (*see also Section A for election records retained permanently)
- Ballots (to be retained in accordance with The Local Government Election Act)
- All other election records (one year after election day)

NOTE: Where cooperation between/among school divisions or school division and municipalities has resulted in a single set of election records referred to in Section D, such records must be retained in whole or in part by the cooperating jurisdictions in such manner that all of the election records are retained in accordance with Section D of this schedule.

2. The above are minimum retention periods and the time given for the disposal of any document shall be determined by the amount of time which has elapsed from the date upon which it was created. A Division may wish to keep certain records for longer periods of time than those established by the Saskatchewan Learning.
3. Documents or records not described under sections A-D must be retained permanently by the Division until approval for their disposal has been secured from the Minister of Learning and the Provincial Archivist.
4. The records listed under Section A for permanent retention are essential for both administrative and historical purposes. They are to be kept at all times in a secure and suitable environment, protected as much as possible against accidental destruction or loss. These records must remain in the custody and possession of the Division unless by mutual consent and formal agreement they are transferred to the Saskatchewan Archives Board.
5. In disposing of non-current records, an inventory of the documents and records slated for destruction is to be prepared and submitted to the Saskatchewan Archives Board for review purposes prior to their destruction. This listing must contain a description of the records series and the inclusive dates of each series: e.g. cancelled cheques, 1960-1966; correspondence (general), 1968-1971, etc. The Provincial Archivist will authorize their destruction or request that certain files, deemed to possess long-term historical importance, be transferred to the Saskatchewan Archives Board for permanent preservation. Once the necessary approval for disposal has been given, the records already listed are then to be

destroyed in the presence of a witness. The list of documents being destroyed must be signed by those persons present and submitted to the Director.

6. Requests from the Archives for destruction of records approval is to be sent to:

Provincial Archivist
Saskatchewan Archives Board
University of Regina
Regina, Saskatchewan S4S OA2

7. Questions related to the retention and disposal of any records may be directed to the above and/or:

Saskatchewan Learning
School Administration Section
2220 College Avenue
REGINA SK S4P 3V7

8. School records, such as student marks and school registers, shall be preserved under the direction of the Director.

9. The Director authorizes the use of microfilm for the preservation of those official records approved by the Minister of Learning.

- 9.1 It shall be the responsibility of the Director to arrange for the microfilming of those records as approved.

Reference: Section 85, 87, 108, 109, 369, Education Act
Local Government Elections Act -
Section 112, Archives Act