

## 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.

The process of reviewing records for adherence to this administrative procedures shall be performed annually. Administrators, whether based in the schools or the central office, are responsible for reviewing records annually and following the procedures as outlined.

### Procedures

1. Records are to be reviewed using the *Records Retention and Disposal guide for Saskatchewan School Divisions*, and determined which records are to be retained and which are due to be destroyed.
2. Records are to be boxed according to whether they are to be retained or destroyed and labelled accordingly.
3. Records for disposal
  - 3.1. Submit the completed Records of Retention and Disposal Application (Form 185-1) to the Deputy Director of Corporate Services.
  - 3.2. The Deputy Director of Corporate Services shall collate all applications for submission to the Saskatchewan Archives Board:

Provincial Archivist  
Saskatchewan Archives Board  
University of Regina  
Regina, Saskatchewan S4S OA2
  - 3.3. The Deputy Director of Corporate Services shall approval all records that are deemed eligible for destruction and not requested by the Saskatchewan Archive Board.
  - 3.4. Schools or centralized services providers shall make arrangements to have records disposed of in a confidential manner and forward the receipt of disposal to the Deputy Director of Corporate Services.
4. Records for storage

- 4.1. Records that are required for temporary or permanent retention need to be accessible and retrievable upon request.
- 4.2. Records are to be stored in a manner that is secure away from sources of humidity, fire, electricity and public access.
- 4.3. Records must be:
  - 4.3.1. Organized by record type, future destruction date and/or retention period
  - 4.3.2. Boxed in acid-free boxes
  - 4.3.3. Marked accordingly, including:
    - Description of box contents/type of record
    - Content date range
    - Date for destruction, if applicable, or clearly identified as permanent

Reference: Section 85, 87, 109, 369, Education Act  
Local Government Elections Act -  
Section 112, Archives Act  
Youth Justice Act  
Records Retention and Disposal Guide, SASBO, December 2012, Version 2  
LAFOIPP (Locally Authority Freedom of Information and Protection of Privacy)

Forms Manual: Form 185-1 Disposal of Non-Public Records

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