

SD 42 PROCEDURE: 5701.2

**RECORDS AND INFORMATION MANAGEMENT
CLASSIFICATION SYSTEM / RETENTION SCHEDULE**

The following retention schedule outlines the minimum amount of time that School District 42 (Maple Ridge - Pitt Meadows) records must be retained and who is responsible for their retention and destruction.

FINANCIAL RECORDS	
Responsibility: Finance Department	
Annual budget and summary supporting documents	Permanent
Auditor's Reports	Permanent
Cancelled Cheques	7 years after the year of creation
Cheque duplicates, invoices, requisitions, purchase orders	7 years after the year of creation
Employee Travel Claims	7 years after the year of creation
Ministry of Education financial information reports	Permanent
General ledger	Permanent
Invoices billed	7 years after the year of creation
Subsidiary ledgers and journals	7 years after the year of creation
Receipts issued	7 years after the year issued
Bank statements, debit and credit notes	7 years after the year of creation
Deposit books / Cash Receipts	7 years after the year of creation
Loans, authorization	7 years or term of loan, if longer
Loans, cancelled notes	7 years after the year of creation
Stop payment orders	1 year after the year of creation

HUMAN RESOURCE RECORDS	
Responsibility: Human Resources Department	
Applications and Job Competitions	1 year after position is filled
Collective Agreements with Unions	Permanent
Contracts with individual employees	7 years after the year employee leaves district
Employee files	7 years after the year employee leaves district
First Aid Certification	7 years after the year employee leaves the district
Leave records	7 years after the employee leaves school district
Individual grievance files	Permanent
Letters of discipline	According to collective agreement or 7 years after the year employee leaves district
Personnel File	7 years after the year employment ceases
Reference checks	1 year after position is filled
SDS	1 year after employment ceases
SDS - TOC Dispatch	1 year
Seniority Lists	Permanent
Support Staff Subs	1 year
Unsolicited resumes	7 months
Violent incident reports	7 years after the year of creation

INFORMATION SYSTEMS	
Responsibility: Information Systems	
User ID's	When user is removed from the system
System Problem-Tracking	When user is removed from the system

PAYROLL RECORDS Responsibility: Payroll Department	
Employee payroll register	7 years after the year employee leaves district
Employee attendance records	7 years after the year employment ceases
Payroll benefits	7 years after the year employment ceases
Payroll data base	7 years after the year employment ceases
Payroll deductions	7 years after the year employment ceases

STUDENT RECORDS	
Student Information System Data Responsibility: Information Systems	Permanent
Permanent Record Cards Responsibility: Schools	Permanent
Attendance Reports and Registers Responsibility: Schools	Permanent
Out-of-Boundary Attendance Requests Responsibility: Assistant Superintendents (Elementary and Secondary) Offices	1 year after decision is made about the request
Provincial Scholarships and District Awards Responsibility: Office of Assistant Superintendent - Secondary	Permanent
Senior Secondary School Statement Responsibility: Secondary Schools	Permanent
Teachers' student files Responsibility: teacher	1 year after teacher no longer has student (selected records transferred to Primary Student File)
Other student records Responsibility: Schools, Student Support Services	Useful life of record

RISK MANAGEMENT	
Insurance Policies	Useful Life
Accident Reports - Students	Useful Life
Accident Reports - Employees	6 years after the year of creation

BUILDINGS & PROPERTY	
Appraisal and Inventory Records	Indefinite
Capital Expenditure Authorization	Indefinite

Plans and Specifications and Related Documents	Indefinite
Titles and Deeds	Indefinite
Borrowing Authority (e.g. Orders-in-Council)	Indefinite
Leases	Indefinite

GENERAL ADMINISTRATION	
Insurance Claims	Indefinite
Miscellaneous Reports (WCB, Fire Marshall, Health, Boiler Inspection, etc.)	Indefinite

CORPORATE SERVICES	
Board Policy	Indefinite
Board Committee Reports	Indefinite
Board Minutes (Open and Closed)	Indefinite
Wage and Salary Agreements	Indefinite
List of Electors	2 years
General Notices	1 year
Oaths and Declaration	Specified Term of Office

OTHER	
General Correspondence	3 years after the year of creation

APPROVED: September 12, 2012