



PROCESS:

DEFINITION:

Record: A record includes books, documents, maps, drawings, photographs, letters, vouchers, papers, and any other things on which information is recorded or stored by graphic, electronic, mechanical, or other means but does not include a computer program or any other mechanism that produces records.

Table with 2 columns: RECORDS and RETENTION PERIOD. Sections include BOARD, FINANCIAL, BANKING, and FACILITIES.



Inspection Reports (SPP, WCB, Fire Commission)	6 years after year of asset disposal
Reports (Consultants, Engineers, etc.)	6 years after year of asset disposal
<b>GENERAL ADMINISTRATION (District Office)</b>	
<b>RECORDS</b>	<b>RETENTION PERIOD</b>
Administrative Procedures	While in effect
Freedom of Information Requests	3 years
Requests to Review Freedom of Information Decisions	5 years after review or adjudication is complete
Insurance – accident reports	1 year or until finalized
Insurance - claims	Permanent
Insurance – policies	While in effect
General Correspondence (not departmental)	2 years
Transportation data	While applicable
<b>HUMAN RESOURCES</b>	
<b>RECORDS</b>	<b>RETENTION PERIOD</b>
WorkSafe BC claims	Permanent
Applications, resumes, evidence of qualifications (transcripts, certificates, reference checks, etc.)	Permanent if employed or 6 months if not employed
Collective Agreements with Unions	Permanent
Personnel file (All records and data relating to any employee - applications, appointments, personal services contracts, TD1, etc.)	Permanent
Employee investigations / grievances	Permanent or as per CA
Letters of discipline	Personnel File. Per applicable CA.
Seniority Lists	Permanent
Unsolicited resumes	6 months
<b>PAYROLL</b>	
<b>RECORDS</b>	<b>RETENTION PERIOD</b>
Payroll Reports	6 years after year of creation
Payroll remittances (garnishees, pension, EI)	3 years
Timesheets	6 years after year of creation
Employee benefit applications, waivers, and changes	Permanent
Payroll deduction authorizations	Permanent
<b>SCHOOL</b>	
<b>RECORDS</b>	<b>RETENTION PERIOD</b>
General correspondence	1 year from date of record
Permanent student records	55 years from date the student withdraws or graduates from school
Other student records	Refer to AP ____ - Student Records