

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.

BOARD	
RECORDS	RETENTION PERIOD
Annual Reports	Permanent
Board Policy	Permanent
Committee reports	Permanent
Board Minutes	Permanent
Notice of Meetings and agendas	5 years
Oaths and Declaration of Trustees	For term of office
FINANCIAL	
RECORDS	RETENTION PERIOD
Accounts payable and receivable	6 years
Annual budget and supporting documents	Permanent
Auditor's reports	Permanent
Cancelled cheques	6 years
Cheque duplicates	2 years
Debenture and bylaw register	Permanent
Debenture and coupons redeemed (board approval required prior to	
destruction)	3 years after audit
Purchase orders and invoices	7 years
Ledgers, subsidiary ledgers, and journals	Permanent
Receipts issued	6 years
Scholarships and bursaries	7 years
Quotations and related correspondence	1 year
Financial and statistical statements	Permanent
BANKING	
RECORDS	RETENTION PERIOD
Bank statements	6 years
Deposit books	6 years
Loans – authorization of	1 year or term of loan
Cancelled notes	6 years
Stop orders	1 year
FACILITIES	
RECORDS	RETENTION PERIOD
Appraisal and inventory records	Permanent
Facility rental records	1 year after year of rental
Authorization for expenditure of capital funds	Permanent
Building plans and specification changes (guarantees, bonds, liens,	Permanent
and correspondence)	
Land titles, deeds, and plans	Permanent
Mortgages and leases	1 years after expiration of term

Inspection Reports (SPP, WCB, Fire Commission)	6 years after year of asset	
	disposal	
Reports (Consultants, Engineers, etc.)	6 years after year of asset	
	disposal	
GENERAL ADMINISTRATION (District Office)		
RECORDS	RETENTION PERIOD	
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	
HUMAN RESOURCES		
RECORDS	RETENTION PERIOD	
WorkSafe BC claims	Permanent	
Applications, resumes, evidence of qualifications (transcripts,	Permanent if employed or 6	
certificates, reference checks, etc.)	months if not employed	
Collective Agreements with Unions	Permanent	
Personnel file (All records and data relating to any employee -	Permanent	
applications, appointments, personal services contracts, TD1, etc.)		
Employee investigations / grievances	Permanent or as per CA	
Letters of discipline	Personnel File. Per	
	applicable CA.	
Seniority Lists	Permanent	
Unsolicited resumes	6 months	
PAYROLL		
RECORDS	RETENTION PERIOD	
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	
SCHOOL		
RECORDS	RETENTION PERIOD	
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	

Amended: