

# NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD

## RECORDS MANAGEMENT

AG 28.0  
NPS 273-01

### **POLICY:**

IT SHALL BE THE POLICY OF THE NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD that records be retained or destroyed in accordance with the "Generic Record Retention Schedules" found in Section Eleven (11) of the Education Improvement Commission (EIC) Memo No. 21 on the "Management of Recorded Information", as modified.

### **REGULATIONS**

1. The Director of Education shall provide for the archival retention of pupil registers and records as provided for in regulations of the Ministry of Education and Training and the Ontario Student Records Guide.
2. The Director shall also provide that records of the Board and its predecessors such as Minute Books, Annual Financial Statements, Cash Books, Journals, Ledgers, Debenture Registers, documents pertaining to Boundaries of School Boards and Separate School Zones, original Assessment and Taxation records, and any other documents that the Board considers of permanent value or historical interest are appropriately maintained.
3. The following shall be considered as records for the purposes of this policy:
  - a) typed, photocopied or printed material
  - b) microfiches
  - c) other visual, audio or electronic media
4. Records containing confidential and/or privileged information shall be destroyed by shredding.
5. For the purpose of this policy a year is defined as a calendar year (CY).
6. Records management shall be conducted in accordance with the following "Generic Record Retention Schedules", as modified:

### **GENERIC RECORD RETENTION SCHEDULES**

The following is a brief description of suggested retention periods which apply to Board records and school records. Each record type includes a total retention period and disposition notes. The following abbreviations are used:

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Confidential:	Indicates the record described is confidential; i.e. confidentiality should be protected at all times when they are created, maintained and destroyed. The record is subject to the conditions of the Municipal Freedom of Information and Protection of Privacy Act.	
Conditional:	Conditional indicates that disposal is dependent in part on the satisfaction of certain stated conditions, such as termination of employment or replacement by a new regulation. These records are always kept at least three years, whether or not conditions for disposal have otherwise been met.	
M:	<b>Microfilm.</b> Microfilming is best undertaken as a space saving measure, to reproduce materials suffering from deterioration, in cases where records are easier to use or preserve if microfilmed, or to reduce storage costs.	
P:	Indicates that the record must be retained permanently or transferred to a designated archival repository.	
 <b>General Guidelines for records retention are as follows:</b>		
Boards should designate departments responsible for holding original records. Duplicate copies to be held three (3) years only:		
e.g.	Admin:	Board records
	Accounting:	Financial Records
	Human Resources:	HR Records
 The following guidelines apply to all records not specifically listed below.		
Financial Records:	Generally 8 years, if not GST related may be 7 years	
General Office Records:	3 years	
Personnel Files:	Local records - Employment termination +2, Board record - Permanent	

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<b>Administrative Records (located in the Board offices or in Board storage locations)</b>		
<b><u>Record Type</u></b>	<b><u>Total Disposition</u></b>	<b><u>Retention</u></b>
	<b>(Years)</b>	
Absence record, daily	3	Destroy
Absence records	4	Destroy after 4 years and audit
Abstracts/deeds/title papers/mortgages	P	Retain permanently
Accident Report, annual summary	3	Destroy
Adjustment sheets (extra earnings)	4	Destroy after 4 years and audit
Agenda, Administrative meetings	Condit.	Until superseded
Agendas, local Board of Education mtgs.	P	
AIDS training - sign in sheet	3	Destroy
Alcohol-Narcotics Report	3	Destroy
Annual Report	P	Retain permanently, M(10) Originals may be destroyed when microfilmed
Annuity statements, individuals	Condit.	Destroy when superseded
Applications, administrators, teachers, substitute teachers, clerical and building services - hired	P	Retain permanently M(10) Originals may be destroyed after filmed. Confidential.
Applications, administrators, teachers, substitute teachers, clerical and building services (in response to posted positions) - not hired	5	Destroy, Confidential.
Applications, administrators, teachers, substitute teachers, clerical and building services - not hired	1	Destroy, Confidential.
Applications for student teachers	Condit.	Length of employment
Appropriations, allotments, encumbrances, disbursements, balances ledger	Condit.	Destroy 3 years after audit
Arbitrations, negotiations, Collective Agreements	P	Retain permanently
Asbestos abatement records	P	Retain permanently
Asbestos inspections reports	3	Destroy
Assets Register	10	Destroy
Audio Visual Utilization, Maintenance Records	Condit.	Destroy when superseded
Audiovisual Equipment Inventory	5	Destroy
Audit report	P	Retain permanently
Authority to dispose of records	P	Retain permanently
Automated financial data, stored information	Condit.	Until updated summary

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RECORDS MANAGEMENT		AG 28.0 NPS 273-01
Back-up	Condit.	Destroy when superseded
Bank Ledgers/Bank Account History	Condit.	Destroy 5 years after audit
Bank statements, deposit slips	Condit.	Destroy 5 years after audit
Benefit Plan election form	10	Destroy
Benefit Records	10	Destroy
Bids, sealed - not accepted	5	Destroy
Bids, sealed - accepted	10	Destroy
Board Records including minutes, index, policies, procedures	P	Retain permanently
Budget, annual - record copy	P	Retain permanently
Budget report, by object	3	Destroy
Buildings, school	3	Destroy
Bus conduct report	3	Destroy
Bus Contract	Condit.	Destroy 10 years after expiration of contract
Cafeteria records	5	Destroy
Calendar, for staff and curriculum	5	Destroy
Capital project files	Condit.	Destroy when superseded
Cash report, monthly	5	Destroy 5 years after audit
Census	P	
Change/Verification of election form	Condit.	Destroy after superseding form is filed, authorization expires, or employee is terminated.
Check register	6	Destroy 6 years after audit
Checks, cancelled, returned or voided	10	Destroy 10 years after audit
Claims docket	3	Destroy 3 years after audit
Claims, vouchers	6	Destroy 6 years after audit
Clearing account ledger (fund ledger)	5	Destroy 5 years after audit
Contracted work orders	10	Destroy
Contracts/Service Agreements	10	Destroy 10 years after expiration of contract
Correspondence	Condit.	Destroy when superseded
Correspondence, Confidential, Official from Superintendent, Director and Chair of Trustees (Documents major functions, activities, programs, decision making, important events in school district's history)	P	Retain permanently
Correspondence, construction projects	Condit.	Destroy when superseded
Correspondence, general	Condit.	Destroy when superseded
Correspondence, Litigation, Personnel	10	Destroy
Correspondence, Litigation, Student	Condit.	Retain until case is settled. Confidential.
Daily cashier's reports	5	Destroy
Daily Report (balance of depositories, cash and investments)	Condit.	Destroy 5 years after audit

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RECORDS MANAGEMENT		AG 28.0 NPS 273-01
Deduction Recap	3	Destroy
Directors Files	10	Destroy
Direct Deposit report, per payroll period	3	Destroy 3 years after audit
Direct Deposit, transfer report	3	Destroy 3 years after audit
Disbursement journal	10	Destroy 10 years after audit
Drawings, blueprints, specifications (as built drawings)	P	Retain permanently
Drawings, blueprints, specifications (Planned design drawings)	Condit.	Destroy when superseded
Duplicate deposit slips	Condit.	Destroy when superseded
Edits, printout after postings	1	Destroy
Employee earning's record, yearly	P	Retain permanently
Employee service record	P	Retain permanently M(5). Originals may be destroyed after filmed.
Enrolment report (six weeks)	5	Destroy
Enumeration for School Purposes (Local census of school children)	P	Retain permanently.
Equipment valuation report	5	Destroy
Estimated enrolment	3	Destroy
Evaluations of Administrators	P	Retain permanently. Confidential.
Examinations, Assessment Instruments	2	After completed, keep masters until superseded
Extra earnings report (Exception report)	6	Destroy 6 years after audit
Field trip reports	3	Destroy
Fire inspection reports	3	Destroy
Food quotes	5	Destroy
French Instruction Record	5	Keep five years after exit
Full Budget Report (actual spending record)	Condit.	Destroy 5 years after audit
Function ledgers/Program ledgers	Condit.	Destroy 5 years after audit
Fund ledger: all funds	Condit.	Destroy 5 years after audit
Grant applications, approved	Condit.	Retain 5 years after program is completed and after audit.
Grant applications, not approved	5	Destroy
Grievances	P	Permanent
Handbooks, classified and certified staff	P	Retain one copy permanently
Health Insurance Application form	Indef.	Destroy after superseding form is filed, authorization expires, or employee is terminated.
Human Rights	3	Destroy
Immunization Record	P	Retain permanently, Confidential.

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RECORDS MANAGEMENT		AG 28.0 NPS 273-01
Incident Report Forms	0	Destroy
Insurance (school corporation), contracts	Condit.	Destroy 10 years after expiration of contract
Insurance, accounts (including reports of)	10	Destroy
Insurance bids, accepted	5	Destroy
Insurance bids, rejected	3	Destroy
Insurance, claims & bills (including reconciliation)	5	Destroy
Insurance, commodities	3	Destroy
Insurance, contracts	P	Retain permanently
Investment, correspondence	Condit.	Destroy when superseded
Investment register	P	Retain permanently
Leases and Agreements	P	Permanent
Leave approval forms	3	Destroy
Leave forms, personnel	4	Destroy
Leave forms, professional	4	Destroy
Linkage Record	5	5 years after exit
Manuals, operation & maintenance	Condit.	Destroy when superseded
Master contract files	P	Retain permanently M(10) Originals may be destroyed after filmed.
Medication at school form (Lists student name and medication given)	3	Destroy, confidential
Menus/Daily Production Sheets	5	Destroy
Minutes, Official of local Board of Trustees/Education	P	
Monthly deduction recap, individuals	3	Destroy
Native Instruction Record	25	25 years after exit
Needs Assessment Report	5	Destroy
Negotiating files, non-teachers	Condit.	Retain until contract expires
Negotiating files, teachers	Condit.	Retain until contract expires
Non-teacher retirement fund records (O.M.E.R.S Reports)	P	Permanent
Notice of job vacancies ("postings")	3	Destroy
Object budget report	Condit.	Destroy 5 years after audit
Occupational Safety & Health Annual Report	5	Destroy
Occupational Health and Safety Inspection Reports	P	Permanent
Ontario Municipal Board Hearings	P	Permanent
Orientation booklet	3	Destroy

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RECORDS MANAGEMENT		AG 28.0 NPS 273-01
Personnel files, classified and certified-hired		
May include:		
employment application		
professional certificates		
transcripts		
employment contracts		
evaluations	P	Retain permanently, confidential
Packing slips	3	Destroy
Parent teacher association records (secretary's, treasurer's books, scrapbooks)	P	Retain permanently
Pay Equity (minutes of meetings, notes, plans)	P	Retain permanently
Payroll Annual Report	P	Retain permanently
Payroll cheque registers	3	Destroy 3 years after audit
Payroll deductions ledger	4	Destroy 4 years after audit
Payroll Exception File (extra earnings and substitute earnings)	4	Destroy 4 years after audit
Payroll ledger	P	Retain permanently M(5) Originals may be destroyed when filmed
Payroll register, trial journal	5	Destroy 5 years after audit
Permits	Condit.	Duration of permit plus 2 years
Personnel files, classified and certified - not hired	5	Destroy, confidential
Policies - federal, provincial, local	Condit.	Destroy when superseded
Policy Book	P	Retain permanently
Proof of publication files	3	Destroy
Psychological data follow-up	Condit.	Retain for length of student's enrolment, confidential
Psychological report	Condit.	Date of birth plus 30 years. Confidential
Publications issued by Corporation	P	Retain one copy permanently
Public Health Reports	Condit.	One year after exit
Purchase orders, cancelled	3	Destroy 3 years after audit
Purchase orders, completed	3	Destroy 3 years after audit
Purchase requisitions	3	Destroy 3 years after audit
Receipts	3	Destroy 3 years after audit
Receipts and disbursements journal	P	Retain permanently M(10) Originals may be destroyed when filmed
Receipts ledger	5	Destroy 5 years after audit
Request for approval of replacement teacher	5	Destroy
Salary distribution report	5	Destroy 5 years after audit
School Health Manual	Condit.	Retain until superseded

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RECORDS MANAGEMENT		AG 28.0 NPS 273-01
School Report Card	P	Retain permanently
Staff Deductions files		
Can include:		
Insurance selection		
Annuity forms		
Correspondence		
Statements	Condit.	Destroy after superseding form is filed, authorization expires, or employee is terminated.
Statements, outstanding, month end	Condit.	Destroy when superseded
Statistics	10	Destroy
Student due process files (expulsion record)	5	Destroy, confidential
Student file special education		
Can include:		
Multidisciplinary Team Evaluation Reports		
Case Conference Committee		
Summaries		
Individualized Education Plans		
Transition Plane		
Correspondence		
Pertinent information regarding the student's educational placement		
Test protocol on student	Condit.	Records are maintained 50 years beyond the provision of educational services
Student handbooks	P	Retain one copy permanently
Student incident claims	Condit.	6 years after settlement
Subject files of Superintendent's		
(May include copies of useful reports, correspondence, staff meeting minutes, notes, reports which document a variety of issues and projects of concern to the Superintendent's Office)	Condit.	Destroy when superseded
Substitute Record Cards	P	Retain permanently
Supporting documentation for income	Condit.	Destroy when superseded
Teacher Permanent Record cards	P	Retain permanently M(10) Originals may be destroyed when filmed
Teacher's Retirement Fund records (TPP Reports)	P	Retain permanently
Technology plan	Condit.	Destroy when superseded
Time card summary report (payroll information worksheets)	4	Destroy 4 years after audit
Time Cards	4	Destroy 4 years after audit



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RECORDS MANAGEMENT		AG 28.0 NPS 273-01
Transmittal forms (health and dental) changes to insurance company	Condit.	Destroy after superseding form is filed, authorization expires, or employee is terminated
Trustee Records	P	Permanent
Union Dues Report	5	Destroy 5 years after audit
Utility ledgers	Condit.	Destroy when superseded
Vendor files	Condit.	Destroy when superseded
Vendor ledger	3	Destroy 3 years after audit
Work requests	1	Destroy
Workers Compensation Reports	P	Permanent
Year to date register, teaching and non-teaching (trial balance)	5	Destroy 5 years after audit
<b>School Records</b>		
Accident Reports	3	Destroy
Accreditation files	Condit.	Retain until next accreditation cycle
Attendance registers	3	Destroy, confidential
Attendance slips, daily	3	Destroy
Attendance summary sheets, daily	3	Destroy
Awards	P	Retain permanently
Bank statements	5	Destroy
Book and equipment inventory	P	Retain permanently
Books and AV inventory	Condit.	Destroy when superseded
Cafeteria inventories	Condit.	Retain for 5 years and until superseded
Cafeteria receipts reports	5	Destroy
Cash register receipts	5	Destroy
Cheques - cancelled, returned or voided	10	Destroy
Circulation records	Condit.	Retain until returned
Commencement programs	P	Retain permanently
Contract for athletic contests	Condit.	Destroy 10 years after expiration of contract
Contract for athletic officials	Condit.	Destroy 10 years after expiration of contract
Correspondence - Principal	Condit.	Destroy when superseded useful. Items which deal with policy should be considered for permanent retention.
Course textbook adoptions	Condit.	Destroy when superseded
Daily Discipline records (bus conduct, late to class, no supplies, etc.)	5	Destroy, confidential
Deposit records	5	Destroy

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RECORDS MANAGEMENT		AG 28.0 NPS 273-01
Enrolment reports	3	Destroy
Excuse notes, doctors	3	Destroy
Excuse notes, parents	3	Destroy
Financial game records	5	Destroy
Fine slips	Condit.	Retain until resolved
Fire & emergency drill plan (safety plan)	Condit.	Destroy when superseded
Grade registers	3	Destroy, confidential
Grade sheets, cumulative by semester	3	Destroy, confidential
Health record	Indef.	Retain for 5 years after student leaves the school. Confidential
Insurance records on students	Indef.	Destroy 10 years after expiration of insurance
Ledgers	5	Destroy
Letter of absence record to parents	3	Destroy, confidential
Library Monthly budget reports	3	Destroy
Library Patron files	Condit.	Retain until replaced or inactive
Locker assignments	1	Destroy
Long distance telephone log	3	Destroy
Materials inventory	5	Destroy
Newspapers/newsletters (includes team newsletters to parents)	P	Retain one copy permanently
Notice of suspension	3	Destroy, confidential
Official class list	3	Destroy
Ontario Student Records- permanent student record cards	P*	Retain 55 years after exit, if microfilmed, originals may be destroyed when filmed, confidential
Parent-Physician certification	5	Destroy
Parent request and permission to administer medication	3	Destroy, confidential
Parent teacher association records	P	Retain permanently
Payment authorization vouchers	5	Destroy
Permission to medicate, parent notes	3	Destroy, confidential
Psychological reports	3	Destroy, confidential
Psychologists follow up report	3	Destroy, confidential
Purchase orders, copies	5	Destroy
Purchase orders, requisitions, duplicate copies	3	Destroy
Receipts/receipt books	5	Destroy
Record of awards	P	Retain permanently
Release letter - Agencies	Condit.	Retain for length of student's enrolment, confidential

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RECORDS MANAGEMENT		AG 28.0 NPS 273-01
Release letter - psychologist	Condit.	Retain for length of student's enrolment, confidential
Request for psychological services	Condit.	Retain for length of student's enrolment, confidential
Sick room sign-in/out sheet	1	Destroy
Sign-in/out sheets (students leaving early or arriving late)	1	Destroy
Student activity sheets	Condit.	Retain for 5 years after student exits
Student assignment book sign-off sheet	1	Destroy
Student Handbook sign-off sheet	1	Destroy
Student schedules	1	Destroy
Subject files	Condit.	Destroy when no longer needed
Teacher personnel files - can include evaluations, letters, memos	P	Retain permanently, confidential
Tenders	P	Permanent
Testing Results Records, classroom and building	5	Destroy
Testing Results Records, individual student	5	Destroy, confidential
Ticket sales (athletic, extra curricular)	5	Destroy
Timetables	2	Destroy
Use of Building Forms	3	Destroy
Yearbooks	P	Retain one copy permanently

# NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD

RECORDS MANAGEMENT					AG 28.0 NPS 273-01
<b>Guideline for Retention Dates</b>					
<b># of Years to Retain Destroy in January</b>					
<b>Year Created</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>10</b>
1985	1989	1990	1991	1992	1996
1986	1990	1991	1992	1993	1997
1987	1991	1992	1993	1994	1998
1988	1992	1993	1994	1995	1999
1989	1993	1994	1995	1996	2000
1990	1994	1995	1996	1997	2001
1991	1995	1996	1997	1998	2002
1992	1996	1997	1998	1999	2003
1993	1997	1998	1999	2000	2004
1994	1998	1999	2000	2001	2005
1995	1999	2000	2001	2002	2006
1996	2000	2001	2002	2003	2007
1997	2001	2002	2003	2004	2008
1998	2002	2003	2004	2005	2009
1999	2003	2004	2005	2006	2010
2000	2004	2005	2006	2007	2011