

## RETENTION AND DISPOSITION OF RECORDS

In February 1993, Manitoba Education and Training developed Guidelines on the Retention and Disposition of School Division Records. The Division's Records Retention Regulations are developed in accordance with Manitoba Education and Training Guidelines and are formulated to assist the School Board Office, schools and departments to retain and dispose of records in a systematic and consistent manner. The regulations apply to records in all formats, created or received by the School Board Office, schools and departments.

Specifically, the Regulations have been prepared to:

- Encourage a consistent approach to the retention and disposition of records in the School Board Office, schools and departments.
- Establish minimum retention periods of records based on administrative, legal, financial and Manitoba Education requirements.
- Encourage the systematic and controlled destruction of records that are no longer required.
- Ensure that records of permanent value are identified, protected and stored in appropriate conditions.
- Ensure that records of permanent value, that are no longer required for day to day operational purposes, are transferred to an archival institution that meets minimum standards.
- Ensure that records of enduring value in electronic format are converted to a stable medium (paper or microfilm) for permanent preservation.

The Regulations for Retention and Dispositions of Records identifies records that must be permanently kept as well as the minimum retention period before records can be disposed.

All questions regarding the interpretation of these regulations or advice regarding the retention and/or disposal of records not included, should be directed to the Secretary-Treasurer.

**SCHOOL BOARD/ADMINISTRATION**

	<b><u>MINIMUM RETENTION</u></b>
1. <b>Agenda/Notice of Meetings</b> of the School Board.	7 Years
2. <b>Bylaws.</b>	Permanent
3. <b>Election Appeals.</b>	7 Years
4. <b>Legal Opinions.</b>	Permanent
5. <b>Minutes - School Board approved</b> including all records accepted as part of minutes.	Permanent
6. <b>Trustee election records.</b>	7 Years
7. <b>Trustee oaths and declarations.</b>	Permanent
8. <b>Verbatim recordings of board proceedings,</b> e.g., audio tape, videotape, or stenographer's notebook.	1 Year
9. <b>Accident reports</b> i.e., students, staff and vehicles (but not including buses).	7 Years
10. <b>Administrative guidelines</b> - division/district.	Until Superseded
11. <b>Administrative reports</b> - Annual Division Action Plan (ADAP), High School Action Plan etc.	7 Years
12. <b>Archives/Records Management</b>	
a. Records disposition documentation. Permanent	
b. Inventory of non current or inactive records in storage.	Permanent
c. Records transfer list for archival records.	Ongoing
d. Records on use of archival materials - log or register of researchers.	Permanent
13. <b>Board of Reference - Awards</b> Note: copies are stored permanently in the Department's school division/district formation files.	7 Years

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| 14. | <b>Correspondence:</b> and supporting documentation maintained in a subject file, generated or received, except correspondence that is part of a case file or other record series listed elsewhere on this schedule:  |                  |
| a.  | Routine correspondence of no continuing fiscal, legal or administrative value (including informational copies, letter of transmittal, invitations and cover letters).   | 7 Years          |
| b.  | Other correspondence may include significant policy or decision - making legal, fiscal or administrative information.   | 7 Years          |
| 15. | <b>Curriculum documents.</b>  | Until Superseded |
| 16. | <b>Electronic systems documents</b> - records necessary for retrieval of information retained in machine readable format, including user guide; internal memoranda; system or subsystem definition, flowchart or outline; list of index of programs and codes; detailed program description and documentation; job control or work flow records; system specifications; file specifications; input and output specifications and test data. | Until Superseded |
| 17. | <b>Grant records</b>  |                  |
| a.  | Supporting documentation and reports for grants that have been awarded.   | 7 Years          |
| b.  | Supporting documentation for grant applications that have been rejected.  | 7 Years          |
| 18. | <b>Insurance records</b>  |                  |
| a.  | Policies.   | Until Superseded |
| b.  | Claims including Workers Compensation Board claims.   | 7 Years          |
| c.  | Reports of theft, arson, vandalism, property damage or similar occurrences.   | 7 Years          |
| 19. | <b>Litigation records</b>   |                  |
| a.  | Significant i.e., precedent setting.  | Permanent        |
| b.  | Routine.  | 7 Years          |
| 20. | <b>Policy Manual</b> - division/district.   | Until Superseded |
| 21. | <b>Safety records</b> - fire, health and boiler etc.  | 7 Years          |
| 22. | <b>School administrative reports.</b>   | 7 Years          |

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| 23. | <b>Workplace, Safety &amp; Health Records.</b> |                    |
|     | a. WHMIS.                                      | As per Legislative |
|     | b. Training.                                   | Requirements       |

### FINANCIAL MANAGEMENT

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|-----|--|------------------|
| 1.  | <b>Accounts payable/receivable</b> including requisitions, purchase orders, invoices and receipts. | 10 Years         |
| 2.  | <b>Agreements</b> i.e., purchasing/leasing, service and maintenance.                               | Term + 1<br>Year |
| 3.  | <b>Bank statement and cancelled cheques.</b>   | 10 Years         |
| 4.  | <b>Budgets.</b>  |                  |
|     | a. Approved budget.  | Permanent        |
|     | b. Final working papers.   | 10 Years         |
| 5.  | <b>Debentures/Mortgages.</b>   | Term + 5 Years   |
| 6.  | <b>Deposit Books.</b>  | 10 Years         |
| 7.  | <b>Financial statements</b> - audited and supplementary reports.                                   | Permanent        |
| 8.  | <b>Investment records.</b>   | 10 Years         |
| 9.  | <b>Journals.</b>   | Permanent        |
| 10. | <b>Ledgers.</b>  |                  |
|     | a. General.  | Permanent        |
|     | b. Subledgers.   | Permanent        |
| 11. | <b>Loans &amp; Cancelled Notes.</b>  | 10 Years         |
| 12. | <b>Tenders &amp; Quotes.</b>   | 10 Years         |

### PAYROLL/PERSONNEL

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|----|---|----------|
| 1. | <b>Garnishments, assignments, and attachments of employee salaries.</b>   | 10 Years |
| 2. | <b>Leaves</b> - records of employee requests for and/or authorizations given to employees to use sick, vacation, personal or other leave. | 10 Years |

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| 3.  | <b>Payroll administration records.</b>                                      | 10 Years  |
| 4.  | <b>Payroll deductions.</b>  | Permanent |
| 5.  | <b>Payroll registers.</b>   | Permanent |
| 6.  | <b>Arbitration awards and documentation.</b>                                | Permanent |
| 7.  | <b>Collective Agreements.</b>   | Permanent |
| 8.  | <b>Grievance records.</b>   | Permanent |
| 9.  | <b>Job application records.</b>   |           |
|     | a. Solicited.   | 2 Years   |
|     | b. Unsolicited.   | 1 Year    |
| 10. | <b>Personnel files</b> i.e., application form, contract, evaluation report. | Permanent |

### **BUILDING & PROPERTIES**

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|----|--|---------------------------|
| 1. | <b>Capital construction file</b> , including but not limited to bids, construction agreements, tender documents, specifications, contracts, performance guarantees, inspection reports, and environmental impact statements. | Permanent                 |
| 2. | <b>Certificate of Title.</b>   | Permanent                 |
| 3. | <b>Engineering reports.</b>  | Permanent                 |
| 4. | <b>Maintenance, repair, equipment installation records</b> , including but not limited to request for service, work order, record of work done, and summary or log of service performed.                                     | 3 Years                   |
| 5. | <b>Plans, maps, designs, surveys and photographs</b> for buildings or other facilities owned by the school division/district.  | Life of Bldg.<br>+ 1 year |
| 6. | <b>Property inventory</b> covering vehicles, machinery and equipment.  |                           |

### **TRANSPORTATION**

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| 1. | <b>Accident Reports</b> - school buses.                      | Permanent |
| 2. | <b>Ridership training and school bus evacuation records.</b> | 2 Years   |

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|----|---|---------------------------------|
| 3. | <b>School bus purchases and disposal records.</b>   | 1 Year after disposition of bus |
| 4. | <b>School bus ridership list or pupil transportation eligibility record for common carriers and contract buses, including names of students for each route.</b> | 2 Years                         |
| 5. | <b>School bus route schedule or diagram, including location and times of stops.</b>   | 2 Years                         |
| 6. | <b>Transportation report - providing information for each trip, by each bus.</b>  | 2 Years                         |
| 7. | <b>Vehicle Inspection, repair and maintenance record, including gasoline and oil consumption.</b>   | 1 Year after disposition of bus |

### **SCHOOL ADMINISTRATION**

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|----|---|-------------------------|
| 1. | <b>Accident reports</b><br>Note: for copies sent to div./dist. office see General Administration no. 1.   | 3 Years                 |
| 2. | <b>Budget</b>   | 3 Years                 |
| 3. | <b>Correspondence, general</b>  |                         |
|    | a. Routine correspondence of no continuing fiscal, legal or administrative value (including letters of transmittal, invitations and cover letters). | 1 Year                  |
|    | b. Other correspondence containing fiscal, legal or administrative information.   | 1 Year                  |
| 4. | <b>Course records</b>   |                         |
|    | a. Teacher's grade records, test scores and marking sheets.   | 2 Years                 |
|    | b. Examination paper, mastercopy.   | 2 Years                 |
|    | c. Examination answer papers .<br>course  | ½ Year after completion |
| 5. | <b>Crisis response/Emergency Plan.</b>  | Until Superseded        |
| 6. | <b>Inventory, of supplies, equipment, textbooks etc.</b>  | Until Superseded        |

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| 7.  | <b>Master timetable</b> , noting courses offered, teacher course allocations, enrolments.                                       | 5 Years            |
| 8.  | Minutes, i.e., staff, department, administrative, workplace safety and health, and student council meetings.                    | 3 Years            |
| 9.  | <b>Personnel files.</b>   | Term of employment |
| 10. | <b>School accounts and records.</b>   | 10 Years           |
| 11. | <b>School administrative reports</b> e.g., annual reports of the principal on enrolments, staffing, curriculum, facilities etc. | 5 Years            |
| 12. | <b>School curriculum</b>  |                    |
|     | a. School Initiated Courses.  | 3 Years            |
|     | b. Student Initiated Projects.  | 3 Years            |
|     | c. Course catalogues.   | 5 Years            |
| 13. | <b>School policies/regulations.</b>   | Until Superseded   |
| 14. | <b>School financial statements.</b>   | 10 Years           |

Note: School Yearbooks should be held in school, division or district libraries.

### **STUDENT RECORDS**

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|----|--|-----------|
| 1. | <b>Academic records i.e., Senior 1,2,3, &amp; 4.</b>   | Permanent |
| 2. | <b>Enrolment</b> files include:  |           |
|    | a. Daily attendance.   | Permanent |
|    | b. Annual enrolment (Sept./Feb.).  | 10 Years  |
|    | c. Monthly enrolment reports.  | 10 Years  |
| 3. | <b>Special files</b> may include reports on or of school clinicians, students' medical situations, probation records, abuse matters, custody issues, individual education etc. |           |
|    | a. Student in system - inactive file.  | Permanent |
|    | b. Graduates.  | Permanent |
|    | c. Others i.e., withdrawals, transfers.  | 10 Years  |

**IMPORTANT:** It is recommended that the Principal establish

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a procedure to ensure that retained files contain only relevant information.

4. Student cumulative files - this general master file may include demographic information, academic reports, discipline reports, correspondence, consent forms, screening forms etc.
  - a. Graduates.
  - b. Others i.e., withdrawals, transfers.

Permanent  
10 Years