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**HORIZON SCHOOL DIVISION****POLICY HANDBOOK**

**Policy Code:** DA  
**Policy Title:** Records Management  
**Cross Reference:** Policy IO: Student Records  
**Legal Reference:** *Education Act, Employment Standards Code, FOIP*  
**Adoption Date:** February 26, 1997;  
**Amendment or Re-affirmation Date:** **May 27, 2024**

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**POLICY**

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION SHALL MAINTAIN SECURE UP-TO-DATE RECORDS TO FACILITATE THE EFFECTIVE OPERATION OF THE DIVISION.

**DEFINITIONS**

**Significant record** means a record of enduring or legal value to the Division that is created or received relative to an employee, volunteer or student. Such records may include but are not limited to performance management actions and notes of verbal communications where significant actions or decisions have occurred (e.g., letters of expectation, change to working hours), and employee responses that may be attached to documentation retained in the working file.

**Transitory records** are routine documents and correspondence of short-term value that are not required to sustain administrative functions or are no longer relevant. Transitory records are required only for the duration required to complete actions associated with them and should be destroyed when those actions are complete (e.g., timetable or annual work schedule).

**Working file** is a file held by the employee's supervisor relative to the employee's performance, competence, conduct, or matters relating to employees, students, volunteers that have not yet been resolved. Significant records may also be held in the working file. The working file is the property of the division and may exist in paper and digital formats. The working file is separate from the employee file, and/or student record. The working file must not include:

- a. medical information, unless required for the immediate safety of and at the request of the employee;
- b. convenience/duplicate copies of documents retained in the employee file (e.g., resumes, disciplinary letters of reprimand, suspension);
- c. police information checks or vulnerable sector reports; and
- d. personal information of third parties.

**Employee file** is the permanent master record of an employee that is maintained centrally by Human Resources. As the official record, this file retains administrative (e.g. resumes, transcripts, payroll and benefits information, evaluations, contract information, etc.) and significant records (e.g., disciplinary action) relative to an employee's employment with the Division.

**GUIDELINES**

1. Student Records requirements are addressed in Policy IO: Student Records.
2. A records management program will be maintained to provide control over the quality and quantity of information produced by the school division from its creation to its disposal for legal, fiscal, and historical purposes.

## **Policy DA – Record Management, Cont’d.**

- 2.1. Proper custody, storage, and disposal of records shall comply with statutory requirements.
- 2.2. Records management covers a broad spectrum of records such as accounting, purchasing, corporate, insurance, personnel, property and student records.
- 2.3. The records management program shall consist of a Subject File Classification Guide and a Record Retention and Disposition Schedule that shall be consistent with federal and provincial legislation (see appendix A).
3. Division office shall create and maintain an employee file maintained by Human Services.
4. The superintendent or designate may create a significant record for an employee.
5. The superintendent or designate, and principals or department supervisors whose school or division department the employee is assigned may create a working file or transitory record.
  - 5.1. Working files and transitory records should be deleted, when and where possible, when no longer required.
  - 5.2. Supervisors may maintain notes and other memory aids for their personal use in assisting employees. All such notes and aids are considered to be the personal property of the supervisor.

## **REGULATIONS**

1. All records and files are the property of the Horizon School Division.
  - 1.1. The Superintendent shall have access to all records and files.
2. All records and files, whether paper or electronic, must be kept in a secure location to which only authorized individuals have access.
  - 2.1. Permanent personnel files in paper format shall be securely stored at the division office.
3. Employee files may contain:
  - 3.1. pre-employment materials, including correspondence associated with the application, curriculum vitae, transcripts, letters of reference, and placement documents;
  - 3.2. prior experience and training;
  - 3.3. contractual and employment arrangements;
  - 3.4. personal identifying information;
  - 3.5. health information;
  - 3.6. materials used for payroll purposes;
  - 3.7. required information as per the Employment Standards Code;

**Policy DA – Record Management, Cont’d.**

- 3.8. copies of letters relating to Board actions respecting the employee, including initial appointment, sabbatical leaves, leaves of absence, administrative appointments, etc.;
  - 3.9. relevant correspondence between the employee and division;
  - 3.10. materials respecting professional development;
  - 3.11. performance related material including written evaluations as provided for in Board policy;
  - 3.12. data legally required by other government agencies;
  - 3.13. criminal record information; and/or
  - 3.14. other information as determined by the division.
4. The collection, use, access, retention, disclosure, and disposal of personal information shall be accordance with the Employment Standards Code, the Freedom of Information and Protection of Privacy Act, the Education Act, and division policy.
- 4.1. Employees have the right to supervised access to their employee file and other records subject to requirements under the *Freedom of Information and Privacy (FOIP) Act*.
    - 4.1.1. Upon a written request being directed to the Superintendent or designate, the employee or his/her duly authorized representative shall have the right to examine the contents of his/her employee file.
      - 4.1.1.1. The Superintendent or designate shall make arrangements for the examination of the employee’s employee file within a period not to exceed ten (10) working days from the date the request was received.
      - 4.1.1.2. Such examination shall be in the presence of the Superintendent or designate.
      - 4.1.1.3. The employee shall not be allowed to remove the personnel file or any original part thereof from division office; however, an employee may request a copy of any portion of their personnel file, which will be provided in a timely fashion.
  - 4.2. School system personnel may disclose information found within records and files to:
    - 4.2.1. any person with written consent of the employee; and/or
    - 4.2.2. to administrative agencies as per a subpoena.

Personnel files shall be retained until they are no longer employed with the division or until the person is seventy (70) years of age, whichever is longer.

5. Where principals and site supervisors maintain personnel information, the foregoing guidelines and procedures shall generally apply.
- 5.1. The supervisor(s) must review the contents of employee working files annually and cull transitory records.

**Policy DA – *Record Management, Cont’d.***

- 5.2. An employee’s working file will be transferred to an incoming supervisor.
- 5.3. If an employee leaves the active employment of the Division, the contents of the working file should be destroyed unless significant conduct or performance issues warrant retention of the information by the division.

APPENDIX A RETENTION SCHEDULE

*Schedule is adapted from ASBOA.*

| Record Number | Record Series                    | Scope Notes (Description)   | Responsible Department | Retention  | Notes                       | Retention Value & Legal Citation         | PIB |
|---------------|----------------------------------|---|------------------------|------------|-----------------------------|--|-----|
| AM            | Administrative Management        | The function of overseeing the administration of teams and units within the board and schools. Records supporting this function relate to administrative committees' decisions and meetings, and internal administrative support or services.   |                        |            |                             |  |     |
| AM-01         | Associations/ Organizations      | Includes reports, newsletters, publications, conference and workshop information and proceedings from organizations to which staff belong.  | Originating Department | transitory |                             | Operational value                        |     |
| AM-02         | Committees - Internal & External | Includes records of committees and councils on which staff members participate as members. Records include meeting minutes, notices, reports, recommendations and supporting documentation.<br><br>Excludes School Councils SEE: CG-03<br><br>Excludes Corporate governance committees (trustee) - SEE: CG-03                         | Originating Department | E+3        | E = committee is dissolved. | Operational value                        |     |
| AM-03- 01     | Meetings – Internal              | Records include agendas, minutes, reports and resolutions from meetings involving staff.<br><br>Excludes governance committees (e.g., admin. council, exec. council, etc.). SEE: CG-03  | Originating Department | short      | E=Aug. 31                   | Operational value Not specified 125      |     |
| AM-03- 02     | Meetings – Senior Management     | Includes records regarding Senior Management Team Meetings, such as the Chief Superintendent, Directors, Principals, and Vice Principals. Includes minutes, agendas, records of decision, terms of reference, and supporting documents.<br><br>Excludes governance committees (e.g., admin. council, exec. council, etc.). SEE: CG-03 | Originating Department | short      | E=Aug. 31                   | Operational value Not specified 125, 183 |     |

| Record Number | Record Series                                       | Scope Notes (Description)  | Responsible Department | Retention  | Notes                            | Retention Value & Legal Citation | PIB |
|---------------|---|--|------------------------|------------|----------------------------------|----------------------------------|-----|
| AM-04         | Forms Inventory                                     | Includes records regarding masters/originals of blank hard copy and electronic forms history used by the jurisdiction.   | Originating Department | transitory | E=Until obsolete or superseded   | Operational value                |     |
| AM-05         | Service Requisitions and Reports: Internal Services | Includes records relating to translation, audio visual services, duplicating/ printing services and mail/courier services, requisitions and memos for services, confirmations and service logs/reports, correspondence, reports, etc.<br><br>Excludes work order for Facilities Maintenance SEE: FM-09 series  | Originating Department | short      | E=Aug. 31                        | Operational value                |     |
| CG            | Corporate Governance                                | <b>The function of governing boards/schools and exercising legal authority and control. The corporate governance structure specifies the distribution of rights and responsibilities among different participants in boards/schools, such as the board and staff, and spells out the rules and procedures for making decisions on its affairs. Includes resolutions, bylaws, policies and procedures, charters, board meeting administration, and strategic planning</b> |                        |            |                                  |                                  |     |
| CG-01         | Articles of Incorporation, By-laws and Constitution | Includes records related to the operation of the school board and capture details about the legal entity.  | Corporate Office       | E+2        | E=Dissolution of the corporation | Archival                         |     |
| CG-02         | Program Administration                              | Includes records related to district-wide and/or area program oversight and administration of programs that do not belong to a specific function.<br>Excludes: Educational Programs, Community Programs, Health and Safety Programs, etc. SEE applicable function series.  | Originating Department | E + 3      | E=Aug. 31                        | Operational Value<br>Archival    |     |
| CG-03- 01     | Committees - General                                | Includes routine committee work such as: school standing, ad hoc committees, directors' steering, standing, and advisory committees, and task forces. Examples include the Employee Assistance Program advisory committee; and Special Education advisory committee. Records include agendas, minutes, reports, and supporting documentation.  | Originating            | short      | E=Aug. 31                        | Operational value                | PIB |

| Record Number | Record Series  | Scope Notes (Description)  | Responsible Department          | Retention | Notes   | Retention Value & Legal Citation                            | PIB |
|---------------|--|--|---------------------------------|-----------|---|---|-----|
| CG-03-02      | Committees of the Board                              | Committees consisting of trustees, created by the board for a specific purpose.<br><br>Includes agenda, minutes, resolutions, terms of reference, meeting briefs and supporting documentation.   | Corporate Office                | E + 2     | E=Aug. 31   | 170, 183<br>Archival  | PIB |
| CG-03-03      | Committees – External Board                          | Includes records of external committees and councils on which board members sit. Records include agendas, reports, resolutions and any documentation which reflects obligations of the board.<br><br>(legal recommendation that these be kept for same period as CG-02 and CG-04)          | Originating                     | long      | E=Aug. 31   | Operational value   | PIB |
| CG-04         | School Councils                                      | Includes records of the school council; agendas, minutes, terms of reference, and supporting documentation.<br><br>Excludes Parent societies/associations/advisory committees. These are separate entities from the board.   | School Council/Corporate Office | E+7       | E=Aug. 31   | Operational Value<br>180<br>Archival                        |     |
| CG-05         | Guidelines, Policies and Directives: External        | Includes documentation about initiatives and guidelines provided by Alberta Education. Records include memoranda, directives, and correspondence such as Alberta Education Guidelines and Ministry Policy/Program Memoranda.   | Corporate Secretary Office      | short     | E=Superseded or obsolete  | Operational Value<br>Not Specified<br>170                   |     |
| CG-06-01      | Guidelines, Policies and Directives – Board Approved | Includes records relating to the development and approval of board and school operating practices, activities, and policies that apply district-wide that have been approved by the Board. Includes best practices, guidelines, procedures, handbooks and standards approved by the Board. | Corporate Office                | E + 2     | E=Once obsolete or superseded.<br><br>Core records may have archival value. | Operational Value.<br>Not specified<br>170, 180<br>Archival |     |
| CG-06-02      | Guidelines, Policies and Directives - Administrative | Includes records regarding directives approved by the Superintendent of Schools referencing internal controls. Records may also include regulations and procedure manuals, guidelines and directives, and all other procedures established by departments and programs.                    | Corporate Office                | E + 2     | E=Until obsolete or superseded.   | Not specified<br>170, 202<br>Archival                       |     |

| Record Number | Record Series                                 | Scope Notes (Description)  | Responsible Department | Retention | Notes  | Retention Value & Legal Citation | PIB |
|---------------|---|--|------------------------|-----------|--|----------------------------------|-----|
| CG-07         | Intergovernmental Reporting and Communication | Includes correspondence and reports between the board and various levels of government such as the municipality, provincial ministries, etc. Also includes correspondence and information on other school boards.<br>Some correspondence may have long term value. | Originating            | long      | E=Aug. 31  | Operational value.               |     |
| CG-08         | Organization Structure                        | Includes records regarding reporting relationships, organization structure, organization analysis, etc. for both schools and school board. Includes organizational charts and school profiles.   | Corporate Office       | Short     | E=Aug. 31  | Operational Value<br>Archival    |     |
| CG-09         | Trustee Management                            | Includes elections information, personal information, directories and news items regarding the trustees. Also includes trustees' distribution and orientation information  | Corporate office       | E+2       | E=expiry of term of office.  | Not specified<br>170             | PIB |
| CG-10         | Elections                                     | Includes records of elections procedures and information.<br><br>NOTE: Ballot boxes are to be kept sealed for 6 weeks following the election (Section 101 of the LAEA).<br>Nomination papers are kept for the term of the office (Section 28(5) of the LAEA).      | Corporate office       | medium    | E=until obsolete or superseded.  | Operational Value<br>230         |     |
| CG-11         | Information Requests from Trustees            | Includes information collected in response to specific requests from trustees. Includes Ad hoc requests for information, speaking notes, parent complaints.  | Corporate office       | E+3       | E=trustee's term of office   | Operational Value                |     |
| CG-12         | Complaints                                    | Includes records related to complaints about the board and/or school and its activities. Includes correspondence, investigations, findings and related reports regarding resolution. Also includes complaints retained by area offices on schools.                 | Originating Department | E+1       | E=Date complaint resolved  | 74<br>Archival                   |     |
| CP            | Community Programs and Services               | <b>The function of offering programs and services to the community through school and board and school authority facilities. Generally refers to programs that are not part of day school.</b>   |                        |           | <b>Examples:Night school and summer programs, international hosting and services to the community including day care and safety awareness.</b> |                                  |     |



| Record Number | Record Series                            | Scope Notes (Description)  | Responsible Department | Retention | Notes                                  | Retention Value & Legal Citation | PIB |
|---------------|--|--|------------------------|-----------|--|----------------------------------|-----|
| CP-01         | Volunteer Programs                       | Includes records volunteer programs such as recruitment workshops, annual receptions and volunteer activities in schools.  | Originating Department | Short     | E=Aug. 31                              | Operational Value                |     |
| CP-02         | Community Programs and Services          | Includes records on the administration of specific programs, program reviews and reports of the activities of community liaison officers.  | Originating Department | E+1       | E=After the program has ended          | Operational Value                |     |
| CP-03         | Community Programs: Continuing Education | Includes objectives, lesson units, principal reports, program reviews, teaching materials and related records used in continuing education programs (such as heritage awareness, second language, multicultural, seniors programs).<br><br>Excludes: Student records pertaining to these programs. SEE: SI-11                          | Originating Department | short     | E=Until program obsolete or superseded | Operational Value                |     |
| CP-04         | Community Programs: Driver Education     | Includes program outlines and correspondence concerning education in the safe operation of motor vehicles  | Originating Department | E+1       | E=Until program obsolete or superseded | Operational Value                |     |
| CP-05         | Community Programs: Parks and Recreation | includes correspondence and records of programs such as swimming and fitness made available through municipal Parks and Recreation or the YMCA/YWCA  | Originating Department | short     | E=Until program obsolete or superseded | Operational Value                |     |
| <b>EP</b>     | <b>Educational Programs</b>              | <b>The function of applying curriculum guidelines and designing education programs for students.<br/>Records include but are not limited to proposals, correspondence, lesson plans, and course outlines.</b>  |                        |           |  |                                  |     |
| EP-01         | Development and Design                   | Includes proposals, correspondence and curriculum development materials.<br><br>If individual copyright applies, refer to citation 15  | Originating Department | E+5       | E=Until program obsolete or superseded | 15, 20                           | *   |
| EP-02         | Planning and Curriculum Guidelines       | Includes directives, guidelines and proposals for new curriculum programs. Includes meeting notes and reports, material regarding comparisons with programs in other school boards. Includes program review reports and other valuations of specific programs in the curriculum. (e.g., junior/senior kindergarten, French immersion). | Originating Department | E+5       | E=Until program obsolete or superseded | Operational value                |     |

| Record Number | Record Series                           | Scope Notes (Description)   | Responsible Department               | Retention | Notes                         | Retention Value & Legal Citation | PIB |
|---------------|---|---|--------------------------------------|-----------|-------------------------------|----------------------------------|-----|
| EP-03         | Outline, Courses of Study               | Includes outlines of available programs and courses of study.<br><br>Excludes: Home Schooling SEE: EP-05  | School/<br>Originating<br>Department | medium    | E=Aug. 31                     | Operational value                |     |
| EP-04         | Library Management/<br>Learning Commons | Includes records related to board and school library/learning commons operations. Records include collection inventories, correspondence, acquisition and disposal planning and strategies, and other records related to library holdings and operations.   | School/<br>Originating<br>Department | short     | E=Aug. 31                     | Operational Value                | PIB |
| EP-05         | Optional or Alternate                   | Records include information on the development, administration, and management of programs such as home schooling, Registered Apprenticeship Program (RAP), work experience, languages, FMNI, religious instruction, etc.<br><br>Note: retention of records for specific programs may be affected by legislations pertaining directly to that program.<br><br>Excludes: Student records. SEE: SI-06   | Originating<br>Department            | long      | E=Aug. 31                     | Operational Value.               |     |
| EP-06         | Locally Developed Courses               | Includes proposals, correspondence and curriculum development materials.<br><br>If individual copyright applies, refer to citation 15   | Originating<br>Department            | E+5       | E=Termination of the program. | 15, 20                           |     |
| FA            | Finance and Accounting                  | <b>The function of managing board and school financial and accounting resources. Includes establishing and operating and maintaining accounting (payables, receivables, revenue) systems, controls and procedures, financial planning, reporting, preparing budgets and budget submissions, and the monitoring and analysis of capital assets. Records include but are not limited to accounts payable and receivable, budgets, audits, benefits accounting, expense payments, financial reporting, fixed asset management and all matters regarding the allocation and control of funds.</b> |                                      |           |                               |                                  |     |
| FA-01         | Accounts Payable                        | Includes records documenting funds payable such as legal fees, trustee and employee expenses, procurement credit card (P-Card) payment, vendor transaction listings, payment vouchers, cheque requisitions, gas, hydro and phone bills, petty cash disbursements and supporting documentation.  | Finance                              | 7         | E=Aug. 31                     | 36, 42, 71                       | PIB |

| Record Number | Record Series                   | Scope Notes (Description)   | Responsible Department | Retention | Notes   | Retention Value & Legal Citation | PIB |
|---------------|---------------------------------|---|------------------------|-----------|---|----------------------------------|-----|
| FA-02         | Accounts Receivable             | Records related to the accounting for money owed to schools and boards. Records include invoices, cash receipts, correspondence, cash lists and statements of account   | Finance                | 7         | E=Aug. 31                                     | 36, 42, 71                       | PIB |
| FA-03         | Audits - Financial              | Includes records regarding internal and external financial audits of accounts. Also includes records regarding tax audits of Goods and Services Tax (GST) conducted by the Federal Government and other external auditors and internal auditors, such as working papers, audit reports and post audit correspondence.<br><br>Excludes: Non-financial Audits | Finance                | 10        | E=Aug. 31                                     | 36, 42                           |     |
| FA-04         | Banking and Cash Management     | Includes records regarding banking transactions and relationships with banks. Includes bank statements, bank reconciliations, deposit records, cancelled cheques, cheque stubs and money order rates  | Finance                | 7         | E=Aug. 31                                     | 36, 42, 71                       |     |
| FA-05         | Budgets                         | Includes records pertaining to departmental and board budgets, both capital and operating and supporting documentation.   | Originating Dept.      | 7         | E=Aug. 31 Alberta Education requirements      | Operational Value                |     |
| FA-06         | Capital Projects: Financing     | Includes records relating to the financing of capital projects. Includes quarterly reports, working papers, building monthly costs, capital payment vouchers, approvals, costing, capital expenditure forecasts and correspondence with architects and contractors.   | Finance                | E+7       | E=Aug 31 of the year of project's completion. | 36, 42, 71, 202                  |     |
| FA-07         | Capital Revenue                 | Includes records related to capital revenue from sale of property and rental income from leased premises and other sources  | Finance                | E+7       | E=Aug 31of the completion of sale             | 36, 42, 71, 146                  |     |
| FA-08         | Cost Allocations                | Includes records relating to allocation of tuition and other costs between school boards/authorities, correspondence, reports and related supporting documentation.   | Finance                | 7         | E=Aug. 31                                     | Operational Value                |     |
| FA-09         | Financial Forecasts and Reports | Includes records relating to general ledger (GL) balancing, including GL reports, variance reports, yearly schedule, and variance report changes, financial and economic planning and analysis of various financial issues such as revenue analysis, tax, GST, planning and analysis and related correspondence.  | Finance                | 7         | E=Aug. 31                                     | 36, 42, 65, 71                   |     |
| FA-10-01      | Financial Statements – Final    | Includes records regarding the final, signed, Board approved year-end financial statements and final statements.  | Finance                | P         | E=Aug. 31                                     | 42, 71, 180 Archival             |     |

| Record Number | Record Series                                       | Scope Notes (Description)   | Responsible Department | Retention | Notes                                 | Retention Value & Legal Citation | PIB |
|---------------|---|---|------------------------|-----------|---------------------------------------|----------------------------------|-----|
| FA-10-02      | Financial Statements - Working/Backup Documentation | Includes records associated with the development of financial statements.   | Finance                | 7         | E=Aug. 31                             | 42, 180                          |     |
| FA-11         | Funding   | Includes records related to funding from both government and other sources.<br>Excludes: Agreements and Contracts SEE: LE Series<br>Excludes Fees and Fundraising: SEE FA-12 and FA- 13   | Originating            | 7         | E=Aug. 31                             | 42, 71, 90                       |     |
| FA-12         | Fees  | Includes records regarding fee collection and fund raising by schools and/or district such as school fees, fee collection and supporting documentation<br><br>(may also Include funds allocated to or raised by the student council)<br><br>Excludes: Agreements and Contracts SEE: LE Series Excludes Funding and Fundraising: FA-11 and FA-13 | Originating            | 7         | E=Aug. 31                             | 42, 71, 90                       |     |
| FA-13         | Fundraising: Charitable Organizations               | Includes records regarding the raising of funds for charitable organizations (completed contribution forms, promotional materials and reports)<br><br>Excludes Funding and Fees: SEE FA-11 and FA-12  | Originating            | 7         | E=Aug. 31                             | 90                               |     |
| FA-14-01      | Inventory Control: Capital Asset                    | Records relating to capital assets valued over \$5000 that will have depreciating value, including asset listings, depreciation details, asset transfer information, and details of extraordinary entries.  | Finance                | E+10      | E=Aug 31 of year of disposal of asset | 71, 202                          |     |
| FA-14-02      | Inventory Control: Non-capital Assets               | Records relating to non-fixed assets valued under \$5000, including inventories of board-/authority-owned equipment.<br><br>Excludes hazardous materials SDS sheets SEE: HS- 04   | Originating            | 7         | E=Aug. 31                             | 71, 202                          |     |

| Record Number | Record Series                              | Scope Notes (Description)   | Responsible Department | Retention | Notes   | Retention Value & Legal Citation | PIB |
|---------------|--|---|------------------------|-----------|---|----------------------------------|-----|
| FA-15         | Investments                                | Includes records regarding the board's investments, term deposits and promissory notes, investment portfolios, pooling, adjustments, status reports, performance reports, investment tickets and supporting documentation, and records regarding debentures and bonds issued (initial issuance of the debenture or bond and records of payments made to investors). | Finance                | E+7       | E=Aug 31 of year investment matures   | 42, 71                           |     |
| FA-16         | Journal Vouchers and Journal Entries       | Includes completed journal voucher forms, input forms, and all background documentation used to substantiate journal entries.   | Finance                | 7         | E=Aug. 31   | 65                               |     |
| FA-17-01      | General Ledgers                            | is a collection of all the assets, liability, owner's equity, revenue and expense accounts of the organization<br>* Government of Alberta Administrative Records Disposition Authority ( <a href="#">ARDA</a> ) only requires a retention period of 10 years for General Ledgers (0740.01)  | Finance                | P*        | E=Aug. 31   | 42                               |     |
| FA-17-02      | Subsidiary Ledgers, Registers and Journals | Includes all subsidiary ledgers, registers and journals such as payment and receipt journals, payroll registers, purchase order registers, and year-end adjustments.  | Finance                | 7         | E=Once obsolete or superseded NOTE: Payroll registers may be kept longer for operational value..  | 202                              |     |
| FA-18         | Enrolment Reporting                        | Includes all counts and projections documenting enrolments of students in the school system and statistical reports required by Alberta Education as part of the funding process for the preparation of educational statistics.   | Finance                | 7         | E=Aug. 31<br>Note: There is no specified retention period for these reports. The current retention period is based on the need to support other financial data. | Operational Value                |     |
| FA-19         | Pension Contributions/ Support             | Includes contribution cards detailing pension and benefits obligations due to retired employees and other annuity or superannuation plans (TPP). Includes payroll records required to determine and verify pension payments   | Finance                | E+6       | E=from the end of the year in respect of which those records and books of account are kept  | 3, 74, 190, 202, 217             |     |
| FA-20         | Purchasing                                 | Includes records regarding the purchase of goods and services; purchase requisitions, purchase orders, requests for proposal, requests for quotations, specifications, invitations to tender, proposals, tender submissions, bid and performance bonds, and all documentation regarding the selection process.  | Finance Facilities     | 7         | E=Aug. 31   | 36, 42<br>65, 71                 |     |
| FA-21         | Tax Returns                                | Records relating to federal and provincial tax returns, property and goods and services taxes, charity information returns, assessments, receipts, details and supporting documentation.  | Finance                | 10        | E=Aug. 31   | 42, 65, 71, 90                   |     |

| Record Number | Record Series   | Scope Notes (Description)   | Responsible Department | Retention | Notes                    | Retention Value & Legal Citation                         | PIB |
|---------------|---|---|------------------------|-----------|--------------------------|--|-----|
| FM            | Facilities Management   | The function of managing and maintaining board and school authority buildings and facilities and supporting capital initiatives and building improvements. Records include maintenance and operations reports, requests and logs, environmental testing of facilities, equipment maintenance and testing, facilities planning and improvements, capital and non-capital projects, inspection reports, and records relating to property acquisition and disposition, building and office renovations, security, and property management relationships  |                        |           |                          |  |     |
| FM-01         | Building and Site Approvals   | Includes documentation such as site plan approvals, building permits and reports pertaining to the approval of building plans by the municipality, Fire Marshal's Office, Ministry of Education, Ministry of Health, and other government bodies  | Facilities             | E+10      | E=Disposal of property   | Operational value<br>Legal Value<br>146, 169<br>Archival |     |
| FM-02-01      | Inspection and Testing Logs and Reports   | Includes all documentation to support the inspection and testing of buildings, equipment, physical plant and property. Records include logs, inspection reports, year-end reports, equipment lists and locations.<br>Includes elevator logs, boilers and pressure systems, sanding and salting logs, certificates of inspection, deficiency lists, inspection sheets, condition analysis and reports. Also includes inspections of major systems, playground equipment inspections logs, chemical treatment log, playground inspections, physical education equipment inspections, technical program equipment, etc.<br>Excludes: Emergency power systems inspections and testing, fire extinguisher testing, fire protection systems testing. SEE: FM-02-02<br>Excludes: Health and Safety logs and inspection reports SEE: HS-02 Series<br>Excludes: Air Quality Reports SEE: HS-07 | Facilities             | 6         | E=Aug. 31                | 120,<br>122, 163, 202                                    |     |
| FM-02-02      | Inspections Logs and Reports: Fire Protection Systems and Emergency Power Systems | Includes records regarding the inspection and testing of emergency power systems, fire extinguishers and fire protection systems.   | Facilities             | E+1       | E=superseded or obsolete | Operational Value  |     |

| Record Number | Record Series  | Scope Notes (Description)  | Responsible Department | Retention | Notes   | Retention Value & Legal Citation | PIB |
|---------------|--|--|------------------------|-----------|---|----------------------------------|-----|
| FM-03         | Site Specific Projects                                 | Records regarding renovations / restorations and repair to existing board owned facilities, such as reports and studies, inspection and remedial repair work reports, condition survey, design notes, technical specifications, copies of purchase orders, copies of contract documents, progress meetings, and deficiency reports, project review and final drawings and reports.<br><br>Excludes: Original purchase orders SEE: FA-20 Excludes: Original contract documents SEE: LE Series | Facilities             | E + 10    | E=Aug 31 of year of Disposal of property<br>Consider separating records by disposition - i.e. Should routine records be such as meeting notes, purchase orders, etc. be with a different disposition? | 146, 202<br><br>Archival         |     |
| FM-04         | Infrastructure, Maintenance and Renewal Projects (IMR) | Includes project records regarding building improvements and supporting documents specific to additions, renovations, and alterations to schools and buildings. Records include drawings, project plans, specifications, meeting minutes, project updates, budgets, etc.   | Facilities             | E + 10    | E=Aug 31 of year of Disposal of property  | 146, 202<br><br>Archival         |     |
| FM-05         | Facilities - Capital Projects                          | Records regarding renovations / restorations and repair to existing board owned facilities, such as reports and studies, inspection and remedial repair work reports, condition survey, design notes, technical specifications, copies of purchase orders, copies of contract documents, progress meetings, and deficiency reports, project review and final drawings and reports.<br><br>Excludes: Original purchase orders SEE: FA-20 Excludes: Original contract documents SEE: LE Series | Facilities             | E + 10    | E=Aug 31 of year of Disposal of property  | 146, 202<br><br>Archival         |     |
| FM-06         | Drawings and Specifications                            | Includes technical specifications for a project or property, e.g., mechanical, electrical and structural. Includes building and fire code requirements and architect's instructions. Includes all drawings and plans of schools and offices, such as master drawings and floor plans, site plans, aerial plans, and plans for additions and alterations.   | Facilities             | E + 10    | E=Aug 31 of year of Disposal of property  | 146, 202<br>Archival             |     |
| FM-07         | Facilities Planning                                    | Includes records regarding the allocation of classroom and workspace to staff and students. Records include correspondence, proposed student enrolment studies and reports, facilities use plans, facilities designs and layouts, furniture layouts, etc.  | Facilities             | Short     | E=Aug. 31   | Operational Value                |     |

| Record Number | Record Series   | Scope Notes (Description)   | Responsible Department       | Retention | Notes                  | Retention Value & Legal Citation            | PIB |
|---------------|---|---|------------------------------|-----------|------------------------|---|-----|
| FM-08         | Land Surveys  | Includes land survey information such as legal property surveys, construction layout and control surveys, and field notes.  | Facilities                   | E + 10    | E=Disposal of property | 146<br>Archival                             |     |
| FM-09-01      | Maintenance and Operations – General                                | Includes records regarding maintenance of Board owned facilities, such as maintenance and repair requirements and arrangements, service work orders and schedules.<br><br>Excludes: Fixed Asset maintenance and operations SEE: FM-09-02  | Facilities                   | short     | E=Aug. 31              | Operational Value                           |     |
| FM-09-02      | Maintenance and Operations: Buildings/ Physical Plant and Equipment | Includes records related to support the maintenance and operations of buildings, physical plant and equipment. Includes office equipment, work orders for fixed assets and supporting documentation<br><br>Include inspection certificates.   | Facilities                   | short     | E=Aug. 31              | Operational Value Not specified 163, 202    |     |
| FM-09-03      | Maintenance and Operations: Grounds                                 | Maintenance requisitions, work orders, logs and reports showing action taken re grounds keeping, snow clearance, and cleaning.  | Facilities                   | short     | E=Aug. 31              | Operational Value                           |     |
| FM-09-04      | Maintenance and Operations: Pesticides                              | Maintenance requisitions, work orders, logs and reports on pesticide application.<br>See citation information – legislation only applies under certain circumstances  | Facilities                   | 5         | E=Aug. 31              | 159*  |     |
| FM-10         | Facility Bookings   | Records of bookings issued by the board for the use of school property.   | Originating dept.            | short     | E=Aug. 31              | Not specified 169, 146<br>Operational Value |     |
| FM-11         | Physical Security   | Includes records regarding the security of office and school facilities and properties, including transportation, such as control of keys, trespassing, surveillance reports, sign in and sign out logs, etc.   | Originating dept./Facilities | medium    | E=Aug. 31              | Operational Value                           | PIB |
| HR            | Human Resources   | <b>The function of managing all employees within the organization in accordance with policies and procedures. Records include but are not limited to personnel records, employee collective agreements, employee information (including medical information), and conditions of work, overtime, salary rates, pensions, benefits, payroll records, grievances, performance evaluations and recruitment.</b> |                              |           |                        |   |     |



| Record Number | Record Series                              | Scope Notes (Description)  | Responsible Department | Retention | Notes  | Retention Value & Legal Citation                       | PIB |
|---------------|--|--|------------------------|-----------|--|--|-----|
| HR-01         | Attendance – Employee                      | Includes records regarding the management of employee attendance, absences (leaves and sabbaticals) and vacations. Records include details about vacation schedules, hours of work, absenteeism reports and related reports from electronic systems.<br><br>Excludes: Individual employee time management SEE: HR-02   | Human Resources        | 3         | E=Aug. 31  | 106  | PIB |
| HR-02         | Payroll Administration – Time Management   | Generated by employee-entered information in Payroll system. Includes: Records regarding allocation and distribution of labour, such as timesheets, Employee Attendance records cards, vacation / lieu time requests, overtime banked, statutory holidays banked, time, relief pay, daily pay sheets, sickness and accident (S&A), off/on duty report payroll adjustment, time input forms (overtime paid, stand-by, relief authorizations, car allowance claims, shift change, time sheets, statutory holiday paid) wage paid / holiday advance requests, Electronic timesheets (E-timesheets) and supporting documentation.<br>Excludes: Administration of attendance SEE: HR-01 | Human Resources        | 7         | E=Aug. 31<br>This function may appear in Finance Administration or Human Resources | 36, 71, 74, 106, 202                                   | PIB |
| HR-03         | Criminal Records/ Vulnerable Sector Checks | Includes records listing any criminal code convictions (police clearances) that have not been pardoned for all existing and new employees and service providers that come into direct contact with students on a regular basis.  | Human Resources        | E +2      | E=termination of employment.   | Operational Value. Not specified<br>249                | PIB |
| HR-04         | Criminal Offence Declarations              | Annual offence declarations, signed by the employee/service provider, which lists all criminal code convictions registered since the date of the last offence declaration.   | Human Resources        | short     | E=obsolete or superseded.  | Operational Value 249                                  | PIB |
| HR-05         | Staff Listings and Reports                 | Includes all report listings concerning staff, e.g., staff directories, seniority lists, retirement lists and lists of supply teachers.<br><br>Excludes: Emergency Call Out Lists SEE: HS-05<br><br>Board could consider keeping a separate staff list that could be kept for archival purposes  | Human Resources        | short     | Until superseded.  | Operational Value. Not specified Archival – staff list | PIB |

| Record Number | Record Series                             | Scope Notes (Description)  | Responsible Department | Retention | Notes  | Retention Value & Legal Citation                | PIB |
|---------------|---|--|------------------------|-----------|--|---|-----|
| HR-06         | Benefits Administration - General         | Includes records regarding the administration of benefits generally, not shown elsewhere in this series. Records may include brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered to employees such as group insurance, dental plans, employee assistance program.<br><br>Excludes: Individual Employee Benefit SEE: HR-07-01   | Human Resources        | E + 2     | E=contract lapses or records are superseded  | Operational Value                               |     |
| HR-07-01      | Employee Records – Master                 | Includes records regarding the employment history of the board employees.<br><br>Includes initial resume and application, internal applications, benefit enrollment forms, salary calculation forms, change advice, employee master record cards, certification of level placement, probationary contract, key tasks, and employee verification forms.<br><br>Excludes: Employee Payroll Records: SEE HR-07-02 | Human Resources        | E + 10    | E=termination of employment<br><br>There are no legal reasons to keep records longer than 10 years past termination of the employee, however the Federal Retention Guidelines is 80 years from the employee's date of birth or 5 years past last date of employment, whichever is longer.. | 3, 36, 74, 106, 119, 125, 170, 202,215, 217     | PIB |
| HR-07-02      | Employee Records – Payroll                | Includes records regarding individual employee payroll information, such as TD1s, log books, direct deposit authorizations, car allowance, and business travel forms and supporting documentation.   | Human Resources        | 7         | E=Aug 31   | 74, 202   | PIB |
| HR-07-03      | Employee Records – Performance Management | Includes records regarding employees' performance, such as reviews by supervisors, performance development process forms, commendations, disciplinary, performance and non-medical counselling notes and supporting documentation.   | Human Resources        | short     | These records could be consolidated into the HR-07-01 Employee Records Master  | Operational Value<br><br>Not specified 170, 202 | PIB |
| HR-07-04      | Employee Records – Training               | Includes records regarding employee training supported by the district, including conferences and seminars, and certifications / accreditation that an employee or a subcontractor must possess in order to successfully fulfill the position requirements.  | Human Resource         | E + 3     | E=Termination of employment  | Operational Value.                              | PIB |
| HR-08         | Employee Surveys                          | Includes surveys and research conducted on board staff regarding issues and planning that affect them  | Human Resource         | short     | E=Aug 31   | Operational Value                               | PIB |
| HR-09         | Job Descriptions                          | Includes job descriptions and specifications as well as background information used in their preparation or amendment and positions of responsibility.   | Human Resource         | E+ 2      | E=Until obsolete or superseded   | Operational Value                               |     |

| Record Number | Record Series                                  | Scope Notes (Description)  | Responsible Department                 | Retention | Notes  | Retention Value & Legal Citation | PIB |
|---------------|--|--|--|-----------|--|----------------------------------|-----|
| HR-10-01      | Labour Relations - Negotiations and Agreements | Includes records regarding the administration and interpretation of the board's collective agreements and includes seniority lists, implementation plans, records related to collective bargaining, e.g., final offers, memoranda of settlement, mediations, arbitrations used in preparation for bargaining. Also includes relationship and contact with management exempt staff associations and supporting documentation<br><br>Excludes actual collective agreements. See LE-05-03 | Human Resource                         | E + 5     | E=Date collective agreement expires.   | 106, 141                         | PIB |
| HR-10-02      | Labour Relations - Grievances and Arbitration  | Includes records regarding grievances filed by employees, such as evaluation reports, notifications, correspondence with unions concerning grievance initiators, and legal opinions.<br><br>NOTE: Service Units to forward all grievance material to Human Resources upon settlement of the grievance.   | Human Resource                         | E + 5     | E=Settlement of the grievance/ arbitration, or expiration of the appeal.                                       | 74                               | PIB |
| HR-10-03      | Labour Relations: Union Certification          | Includes original documents concerning the certification of Labour unions.   | Human Resource                         | E + 1     | E=Until dissolution of the union.  | 141                              |     |
| HR-11         | Pension Administration                         | Includes records regarding the administration of pensions such as plan documents, deduction registers, and prior service summary reports, records of decisions, annual/tri-annual evaluations, remittances and reconciliations. Also includes records regarding pension policy decisions.<br><br>Excludes: Employee specific pension information SEE: HR-07 Series   | HR                                     | E+10      | E=Final payout of the pension or date pension records are transferred to pension authority (e.g. LAPP or ATRF) | 3, 71, 106, 217                  |     |
| HR-12         | Training Program Records                       | Includes Records regarding various internal and external training and education programs offered to employees.<br>Excludes: Specific employee records pertaining to training SEE: HR-07-04   | Human Resources/Originating Department | medium    | E=Aug 31   | Operational Value.               |     |
| HR-13         | Recruitment and Hiring                         | Includes records regarding the administration of a specific competition such as requisitions, copies of advertisements, evaluation criteria, career fairs records and blank interview guides.<br><br>Excludes: Specific Resumes and Job Applications SEE: HR-14  | Human Resources                        | short     | E=Completion of competition  | Operational Value                |     |

| Record Number | Record Series                              | Scope Notes (Description)   | Responsible Department         | Retention | Notes   | Retention Value & Legal Citation   | PIB |
|---------------|--|---|--------------------------------|-----------|---|--|-----|
| HR-14         | Resumes and Job Applications               | Records include applications, resumes and applicant evaluations to support recruitment in the school and school board.<br><br>Excludes resumes of candidates selected to be interviewed.<br><br>NOTE: Shred unsolicited resumes on receipt<br><br>Resume is transferred to employee file upon hiring. | HR                             | short     | E=competition completed or date of receipt of resume/applicant on if unsolicited  | Operational Value  | PIB |
| HR-15         | Salary Administration                      | Includes records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, salary surveys and schedules, salary increments, service pay and substitution pay.   | HR                             | Short     | E=Until obsolete or superseded  | Operational Value.<br><br>36, 71, 74, 106,<br>202  |     |
| HR-16         | Staff Awards, Recognition and Honours      | Includes records relating to special recognition and awards presented to staff.   | HR                             | short     | Historical value<br><br>Subject to inclusion in the employee record   | Operational Value  | PIB |
| HR-17         | Volunteers                                 | Records include volunteer registration, guidelines, correspondence, criminal record and vulnerable sector checks, offense declarations, confidentiality agreements, technology use agreements and drivers' abstracts.   | Schools                        | short     | Retention should consider the procedures in place for volunteer management.   | Operational Value  | PIB |
| <b>HS</b>     | <b>Health and Safety</b>                   | <b>The function of promoting health and safety, and encouraging attitudes and methods that will lead to improved wellness in the jurisdiction.</b>  |                                |           |   |  |     |
| HS-01         | Health and Safety Programs                 | Includes: Records regarding the development, objectives and administration of safety programs, program audits, guidelines and compliance and statistics.  | Health & Safety                | short     | E=Aug 31  | Operational Value. Not specified 202   |     |
| HS-02- 01     | Health and Safety - Audits and Inspections | Includes records regarding health and safety audits and inspections.  | Health & Safety or Originating | 3         | E=Aug. 31 of audit and all deficiencies rectified<br>Note: Depending on the nature of the incident, records may have legal value  | 202<br><a href="http://work.alberta.ca/occupational-health-safety/cor-maintain-or-renew-a-certificate.html">http://work.alberta.ca/occupational-health-safety/cor-maintain-or-renew-a-certificate.html</a> | PIB |
| HS-02- 02     | Health and Safety - Inspection Reports     | Includes records of inspections carried out in accordance with the Occupational Health and Safety Act.  | Health and Safety              | 3         | E=Aug. 31 of inspection and all deficiencies corrected<br>Special circumstances might affect the retention of some inspections (e.g., fire code inspections, or machinery inspections, or playground inspections or monitoring ionizing radiation.) | 106, 122, 202,<br>225  | PIB |

| Record Number | Record Series  | Scope Notes (Description)  | Responsible Department                      | Retention | Notes   | Retention Value & Legal Citation        | PIB |
|---------------|--|--|---|-----------|---|---|-----|
| HS-03         | Health and Safety<br>- Incident Reports:                 | Includes completed forms reporting an incident.<br><br>Excludes Individual student and employee medical health records (personally identifiable records) See: HR and ST series   | Health & Safety or Originating              | 8         | E=Aug. 31 of incident report Incident reports relating to a WCB claim may be retained with WCB in LE-04 | 65, 71, 202                             | PIB |
| HS-04         | Health and Safety - Safety Data Sheets                   | Includes safety data sheets (SDS) as created and issued by the manufacturer.<br><br>Note: Safety data sheets are not records of the board, however every location that uses the material must have access to a data sheet, as required by OH&S Act.  | Facilities                                  | short     | E=superseded or obsolete  | Operational Value. Not specified<br>202 |     |
| HS-05         | Emergency Plans  | Includes records regarding emergencies and related plans to support the board and school in case of fire or other emergencies. I.e. business continuity plans, call lists, supplier/vendor contacts, and related reports.  | School/<br>Facilities/<br>Health and Safety | E+2       | E=offence   | 120, 122                                | PIB |
| HS-06         | Designated Substances and Hazardous Materials Management | Includes records related to the monitoring, management and disposal of chemical, biological or physical agents or substances.  | Facilities/<br>Health and Safety            | E+2       | E=date of offence   | 120, 122, 202                           |     |
| HS-07         | Air Quality, Asbestos/Mold removal and containment       | Includes records regarding renovation or removal projects on jurisdiction owned facilities containing asbestos/mold. Records include clearance documentation, regarding the removal of asbestos, air quality testing, asbestos removal consulting and removal report, asbestos audit testing, industrial waste receipt and supporting documentation.   | Facilities/<br>Health and Safety            | E+12      | E=Disposal of property  | 146, 225                                |     |
| IM            | Information Management                                   | <b>The function of applying and managing information and communications technology to support the business needs of the organization to capture, store, retrieve, transfer, communicate and disseminate information. Includes planning, determining requirements, developing, acquiring, modifying and evaluating information and systems to house information such as applications and databases. Also includes the systematic management of information and the appropriate decommission of systems and disposition of information</b> |   |           |   |   |     |

| Record Number | Record Series                                  | Scope Notes (Description)   | Responsible Department | Retention  | Notes   | Retention Value & Legal Citation | PIB |
|---------------|--|---|------------------------|------------|---|----------------------------------|-----|
| IM-01         | Archives                                       | Includes records regarding schools and service units that have transferred records to the Archives; archival donations from external sources; and artifacts and cultural properties from the Board of Trustee's Office. Documentation includes information regarding the records received, accession and de-accession records / registers, organizational updates, box contents listings, donor forms, and supporting documentation   | Records Management     | E+3 months | E=Expiration of time limited by s. 33.1 for appeal  | 20                               | PIB |
| IM-02-01      | Records Management Administration              | Also includes records regarding the development, maintenance, and updating of records management program system documentation.<br><br>May include records regarding the administration of the records management system such as inventory, lists, location and warehouse information, vendor contact and supplies information, scheduling and supporting documentation.<br><br>Excludes Records Management Disposition Authorizations: SEE IM-02-03<br><br>Excludes: Records Management Retention Schedules: SEE IM-02-04 | Records Management     | short      | E=Superseded or obsolete  | Operational Value 146            |     |
| IM-02-02      | Records Management – Transfer and Retrieval    | Includes records regarding the transfer of custody and control of records from service units and schools to the records management system or to other jurisdictions. Records include: transmittals, requests for retrieval/return of records. Also includes student request /authorization and supporting documentation.  | Records Management     | medium     | E=Aug 31  | Not specified                    | PIB |
| IM-02-03      | Records Management – Disposition Authorization | Includes records regarding authorization of records disposition, as well as requests to suspend disposition (holds). Includes original signed disposition forms and accompanying transmittals; documentation accounting for officially missing records; hold authorizations; attachments and supporting documentation.  | Records Management     | long       | E=Dissolution of organization Note: Disposition authorizations could be considered permanent documents. Copies are retained indefinitely in the service unit/school to aid retrieval. | Not specified                    | PIB |
| IM-02-04      | Records Management – Retention Schedules       | Records include all histories and versions of approved system documentation.  | Records Management     | long       | E=Until obsolete or superseded<br>Note: Retention schedule policies are historical records and could be considered permanent documents  | Not specified                    |     |

| Record Number | Record Series  | Scope Notes (Description)  | Responsible Department | Retention | Notes  | Retention Value & Legal Citation | PIB |
|---------------|--|--|------------------------|-----------|--|----------------------------------|-----|
| IM-03-01      | Freedom of Information and Protection of Privacy – (FOIP) Requests and Replies               | Includes records regarding requests for information under the Province's legislation, such as applications, correspondence and copies of material released   | Legal                  | E + 5     | E=Once request is closed   | Operational Value<br>125         | PIB |
| IM-03-02      | Freedom of Information and Protection of Privacy (FOIP) – Personal Information Banks (PIB's) | Includes records regarding directories of personal information banks (PIB's) and supporting documentation. A personal information bank lists the type of personal information held by a public body.<br><br>A personal information bank does not provide direct access to an individual's records. | Legal                  | E+1       | E=Until obsolete or superseded                                     | Operational Value<br>125         | PIB |
| IM-03-03      | Disclosure of personal information under FOIP Act  | Includes records documenting disclosures of personal information to authorized personnel i.e.) social workers, law official investigating  | School site<br>Legal   | E +1      | E=disclosure<br>* 246 & 250 may apply under certain circumstances. | 125*                             |     |
| IM-03-04      | Freedom of Information and Protection of Privacy (FOIP) - Privacy Impact Assessments (PIA's) | Includes records regarding completed privacy impact assessments (PIA) and related documentation.   | Legal                  | E + 3     | E=Until obsolete or superseded                                     | Operational Value<br>125         |     |
| IM-03-05      | Freedom of Information and Protection of Privacy (FOIP) - Statistics                         | Includes records regarding statistical reporting of Freedom of Information and Protection of Privacy requests to the Province  | Legal                  | short     | E=Aug. 31  | Operational Value                | PIB |
| IM-03-06      | Freedom of Information and Protection of Privacy (FOIP) - Investigations                     | Includes: Records regarding documents and reports concerning investigation of privacy breaches.  | Legal                  | E+7       | E=Once final report is completed                                   | Operational Value                | PIB |

| Record Number | Record Series   | Scope Notes (Description)  | Responsible Department          | Retention | Notes   | Retention Value & Legal Citation | PIB |
|---------------|---|--|---------------------------------|-----------|---|----------------------------------|-----|
| IM-04         | Research and Statistical Analysis                             | Includes records regarding copies of research papers and background data and analysis relevant to the administrative functions of the district. Also includes records regarding the analysis of data, such as reports, opinions, position papers, studies, and supporting documentation.<br><br>Excludes: Research and Planning on issues regarding schools/board<br>SEE: RP Series                          | Originating                     | E + 5     | E=Research complete                             | Operational Value,               |     |
| IM-05-01      | Information Technology - Helpdesk                             | Includes records regarding the performance of typical daily helpdesk functions for the district. Records include helpdesk submissions background documentation submitted by the user, scripts used by the helpdesk to respond to inquiries.<br><br>NOTE: Records may be escalated to IM -05-02   | Information Technology Services | E + 1     | E=Until obsolete or superseded/ Ticket resolved | Operational Value                |     |
| IM-05-02      | information Technology – Maintenance and Support              | Includes records regarding system maintenance and support, such as change requests, system statistics, information and reports, hardware / software checks and testing. Also includes software upgrades, problem management and database change requests. e excludes: IT helpdesk functions See: IM-05-01  | Information Technology Service  | E + 3     | E=Life of System                                | Operational Value                |     |
| IM-05-03      | information Technology – Functional, Technical Specifications | Includes records regarding systems development functional and technical specifications and requirements, such as background requests, requirement definitions, studies, surveys, stakeholder engagement information and business cases used to design/develop software/hardware specifications. Also includes acceptance/compatibility criteria, modeling, final specifications and supporting documentation | Information Technology Services | E + 3     | E=Life of System                                | Operational Value                |     |
| IM-05-04      | Information Technology – Installation and Implementation      | Includes records regarding system installation / implementation, such as data conversion plans, copies of agreements with third parties, mapping information and implementation plans.   | Information Technology Services | E + 3     | E = Life of System                              | Operational Value                |     |
| IM-05-05      | Information Technology – Backup Tapes                         | Backup tapes are considered transitory records until they are required in the event of a disaster or the district is required to access for data recovery.   | Information Technology Services | E + 1     | E = Data tape is full or taken out of rotation  | Operational Value                |     |



| Record Number | Record Series   | Scope Notes (Description)  | Responsible Department          | Retention | Notes                            | Retention Value & Legal Citation | PIB |
|---------------|---|--|---------------------------------|-----------|----------------------------------|----------------------------------|-----|
| IM-05-06      | Information Technology – Plan                               | Includes records regarding the comprehensive framework used to manage and align an organization's Information Technology (IT) assets, operations, and projects with its operational characteristics, defining how information technology will support the district's operations.   | Information Technology Services | E+9       | E = Until obsolete or superseded | Operational Value                |     |
| IM-05-07      | information Technology – System, Server, Network Monitoring | Includes records regarding the management and monitoring of system / server network environment, such as performance statistics, configurations, performance benchmarks, job scheduling, installations, etc.   | information Technology Services | short     | E=Aug 31                         | Operational Value                |     |
| IM-05-08      | Information Technology - Information Security               | Includes records pertaining to the protection of information and information systems from unauthorized access, use, infection from viruses, disclosure, disruption, modification, perusal, inspection, recording or destruction in accordance with confidentiality, integrity and availability requirements.<br><br>Excludes: physical security SEE: FM-11   | Information Technology Services | short     | E=Superseded or obsolete         | Operational Value                |     |
| IM-05-09      | Information Systems - Architecture                          | Records relating to the design of computer systems and/or software, including needs assessments, business cases, project charter, process flowchart documentation, impact analysis, user and system requirements, specifications, testing plans and results, user sign-offs, project management meeting minutes/documentation, system development documentation, software design records, and software inspection notes. Also includes records on system installations/conversions and product evaluations. May also include requests for significant modification, fixes and upgrades | Information Technology Services | E+2       | E=Aug 31                         | Operational Value                |     |
| IM-06         | Access Control and Password Records                         | Records related to the management of and access to programs. Includes individual access, password management, etc.   | Information Technology Service  | E+1       | E = Termination of employee.     | Operational Value                |     |
| IM-07         | Telecommunication s Systems                                 | Records relating to the management, maintenance and use of telecommunications including landline and wireless mobile devices and equipment. Includes system documentation, configuration details and services provided   | Information Technology Services | E + 3     | E=Aug. 31                        | Operational Value                |     |
| IM-08-01      | Web Administration – Web Management                         | Includes: Web management and operations records that provide context related to the site such as administrative and technical records necessary for or produced during the management of a web site.   | Information Technology Services | E + 3     | E=Superseded or obsolete         | Operational Value                |     |

| Record Number | Record Series                         | Scope Notes (Description)   | Responsible Department  | Retention | Notes  | Retention Value & Legal Citation | PIB |
|---------------|---------------------------------------|---|---|-----------|--|----------------------------------|-----|
| IM-08-02      | Web Administration – Web Structure    | Includes records that provide structure to the web site including site maps that show the directory structure into which content pages are organized, software configurations used to operate the site and establish its look and feel including server environment configurations and specifications and supporting documentation  | Information Technology Services   | E + 3     | E = Life of web site   | Operational Value                |     |
| IM-08-03      | Web Administration – Web Content      | Includes records regarding web content records such as the content pages that compose the site, inclusive of HTML markup, records generated when a user interacts with a site, lists of the URLs referenced by the site's hyperlinks and supporting documentation. Documents posted on websites are for publication only and are considered transitory                              | Originating   | E+1       | E = Until obsolete or superseded   | Operational Value                | PIB |
| <b>LE</b>     | <b>Legal</b>                          | <b>The function of addressing legal issues relating to the operations of the board and schools. Records include, but are not limited to, claims and litigation files, appeals and hearings, contracts and agreements entered into on behalf of the board and schools, deeds and titles relating to properties, harassments incidents, etc.</b>                                      |   |           | <b>Boards may wish to establish a longer retention for compliance.</b>   |                                  |     |
| LE-01         | Accident/ Incident Claims and Reports | Includes reports related to student/employee accidents that occur on board and school authority property, schools and the administration offices or on school trips. Records include claims, communications, investigations, reports, administration of first aid and action taken as a result of the accident<br><br>Excludes: claims/ litigations, WCB claims/ reports SEE: LE-04 | Originating location or corporate office keeps student accidents; all others kept at corporate office | E+10      | E = date of incident or report and all action taken.   | 202                              | PIB |
| LE-03         | Appeals/ Hearings                     | Includes records of hearings conducted with regard to issues that affect the school or school board. Records include correspondence, reports, discovery findings, hearing proceedings and final decisions   | Corporate/Le gal  | E+5       | E = Last action taken that advances claim.   | 161, 170, 202                    | PIB |
| LE-04         | Claims/ Litigation                    | Includes all liability claims and litigation against or entered into by the boards/authorities and schools. Records include reports, correspondence, investigations, WCB claims, etc.   | Corporate/Le gal  | E+5       | E = Last action taken that advances claim. Note: Section 3.1 of the Limitations Act, R.S.A. 2000, c. L- 12 provides there is no limitation period applicable to claims involving sexual assault or sexual misconduct, including if the person with the claim was a minor |                                  | PIB |

| Record Number | Record Series                          | Scope Notes (Description)  | Responsible Department                     | Retention | Notes                     | Retention Value & Legal Citation | PIB |
|---------------|--|--|--|-----------|---------------------------|----------------------------------|-----|
| LE-05-01      | Contracts and Agreements - General     | Correspondence and information related to contracts and agreements.  | Originating Department or Corporate/ Legal | E + 7     | E = contract lapses       |                                  | PIB |
| LE-05-02      | Contracts and Agreements - Employee    | Includes records regarding employee related contracts, such as employment contracts, retirement agreements, etc. which may also contain memos and affidavits of execution and supporting documentation   | Human Resources                            | E + 7     | E = contract lapses       |                                  | PIB |
| LE-05-03      | Contracts and Agreements - Educational | Includes records regarding educational related agreements, such as cooperative education agreements, work experience agreements.<br>Excludes: agreements related to employment SEE: LE- 05-02<br>Excludes: agreements related to land SEE: LE- 10 series   | Corporate/ Legal                           | E + 7     | E = contract lapses       |                                  | PIB |
| LE-06         | Deeds and Titles                       | Includes original deeds to any board owned property.   | Corporate/ Legal                           | E + 10    | E = disposal of property  | 144, 146<br>Archival             |     |
| LE-07         | Insurance Policies                     | Includes records regarding liability insurance policies held by board such as copies of insurance certificates / policy documents and supporting documentation. Also includes records relating to policies to cover loss or damage to property or premises and cover staff and general public against injury or death resulting from accidents on school/ board premises or occurring during employment.<br>Excludes: insurance claims and accident reports SEE: LE-01 | Corporate/ Legal                           | E +2      | E = Expiry Date of Policy | 202                              |     |
| LE-08         | Legal Opinions/ Precedents             | Records relating to legal opinions and precedents about legal issues identified by the school/board. Records include case law, correspondence, reports, and findings/opinions provided to requestor  | Corporate/ Legal                           | E + 5     | E=superseded or obsolete  | Operational value                |     |
| LE-09         | Policing Arrangements                  | Includes correspondence between schools and police departments regarding extra duty officers, police visits to schools, and related items.   | Originating Department                     | medium    | E=Aug. 31                 | Operational value                |     |
| LE-10-01      | Property - Acquisition and Sale        | Includes land purchase agreements, development agreements, property appraisals, valuations and quotes concerning land owned by the board and school authority or under consideration for purchase. Also includes plans, correspondence, reports and backup documentation relating to the acquisition or sale of lands.   | Corporate/ Legal                           | E+10      | E = disposal of property. | 144, 146<br>Archival             |     |

| Record Number | Record Series                             | Scope Notes (Description)  | Responsible Department | Retention | Notes   | Retention Value & Legal Citation | PIB |
|---------------|---|--|------------------------|-----------|---|----------------------------------|-----|
| LE-10-02      | Property - Occupancy                      | Includes: Records regarding lease and rental agreements and contracts for land, buildings or property, residential or commercial, by and to the board, such as signed leases, surveys, tenant information, schedules and receipts of payment and supporting documentation  | Corporate/ Legal       | E+6       | E=expiry date of contract/agreement and all conditions met  | 144                              | PIB |
| LE-11         | Property Damage/ Trespassing Reports      | Includes reports and general correspondence regarding property damage, theft or loss. Also includes vandalism reports, copies of repair invoices, monthly and annual summaries.<br><br>(jurisdictions may choose to have separate series/retention periods for minor vandalism vs. major vandalism)  | Originating Department | E + 12    | E = Claim first knew injury occurred, attributable to defendant that warrants bringing proceeding)<br><br>E= Claim arose; and other conditions  | 146                              | PIB |
| LE-13         | Unclaimed Personal Property               | Document of disposition regarding unclaimed property   | Originating            | E +10     | E-disposition of property to minister   | 247                              |     |
| LE-14         | Canada's Anti-Spam Law (CASL)             | Good record-keeping practices may help businesses establish a due diligence defence in the event of complaints to the Commission against the business. Consider Maintaining hard copy and/or electronic records of the following: <ul style="list-style-type: none"> <li>• your commercial electronic message policies and procedures;</li> <li>• all unsubscribe requests and actions;</li> <li>• all evidence of express consent (e.g. audio recordings or forms) by consumers who agree to be contacted via a commercial electronic message;</li> <li>• commercial electronic message recipient consent logs;</li> <li>• commercial electronic message scripts; and</li> </ul> actioning unsubscribe requests for commercial electronic messages. | Originating            | medium    | E = date of unsubscribe, last email of subscription or complaint or investigation<br>Record of consent must be kept as long as contact may continue - which may be difficult to know. If you want to purge the record of consents more often, you would like require collection of them more often too. | Operational value 248            |     |
| LE-12         | Incidents - Discrimination and Harassment | Includes records of incidents involving staff and students, incident reports, investigations, and correspondence regarding these issues.<br><br>Excludes: appeals/hearings SEE: LE-03  | Originating Department | E+10      | E=Aug. 31 of report and all actions concluded.<br>10 years  | 170, 193                         | PIB |

| Record Number | Record Series   | Scope Notes (Description)  | Responsible Department             | Retention | Notes    | Retention Value & Legal Citation | PIB |
|---------------|---|--|------------------------------------|-----------|----------|----------------------------------|-----|
| CO            | Communication   | <b>The function of promoting and marketing board and school programs and services. Records in this function include board and school communication and press releases, speeches, websites, public relations activities, events and news releases; materials relating to marketing research, publications and reports.</b>                                |                                    |           |          |                                  |     |
| CO-01         | Advertisements  | Includes publications, artwork and copies of advertisements placed by the board or schools.<br><br>Excludes: advertisements for job postings. SEE HR-13  | Originating Department             | Short     | E=Aug 31 | Operational Value                |     |
| CO-02         | Appreciation and Commendation                                     | Includes general commendations, certificates of appreciation and petitions received from the general public and parents.<br>Excludes: records relating to specific employees or student records<br>SEE: HR and SI series   | Originating Department             | Short     | E=Aug 31 | Operational Value                |     |
| CO-03         | Communiqués   | Includes memos, brochures, correspondence and related information about programs and activities sponsored by the board or by schools.  | Originating Department             | Short     | E=Aug 31 | Operational Value                |     |
| CO-04         | Memos, Special Events, Presentations, Ceremonies and Celebrations | includes speeches, memos, notices, correspondence with parents and others, programs and all related materials pertinent to events sponsored by the board or by schools (e.g., parents' night, school opening ceremonies, reunions, community engagement etc.). Records include program schedules, correspondence, brochures, and event activity details. | Originating Department             | Short     | E=Aug 31 | Operational value                | PIB |
| CO-05         | Media Kits, Communications and News Releases                      | Includes records regarding board relations with the various media.<br>Includes press releases, marketing and information releases, speeches, photographs, correspondence, etc.   | Originating Department             | Short     | E=Aug 31 | Operational Value                |     |
| CO-06         | Memorabilia and Branding  | Includes school/board memorabilia, collectibles and other historical items that reflect the individual nature of the schools, such as informal school/board and school authority histories, logos and crests, songs, etc.  | Schools/<br>Originating Department | E+1       | E=Aug 31 | Operational Value<br>Archival    |     |
| CO-07         | Press Clippings   | includes reports from newspapers, magazines, websites and other publications regarding the board and school authority, school, staff, students and trustees  | Originating Department             | Short     | E=Aug 31 | Operational Value                |     |

| Record Number | Record Series   | Scope Notes (Description)   | Responsible Department | Retention | Notes   | Retention Value & Legal Citation                      | PIB |
|---------------|---|---|------------------------|-----------|---|---|-----|
| CO-08         | Publications  | Includes records for publications such as yearbooks, handbooks, marketing materials, calendars, annual reports, brochures, newsletters, and other promotional materials.  | Originating Department | E+2       | E=Aug. 31   | Not specified<br>180<br>Operational Value<br>Archival | PIB |
| CO-09         | Communications Projects - originating from the district | Information that is prepared by communications on behalf of the board.  | Originating Department | Short     | E=Aug. 31<br>Records may be retained for longer period for historical purposes. | Operational Value                                     |     |
| CO-10         | Communication about the district                        | Information that comes from external sources pertaining to the board.   | Originating Department | Short     | E=Aug. 31<br>Records may be retained for longer period for historical purposes. | Operational Value                                     |     |
| RP            | <b>Research and Planning</b>                            | <b>The function of undertaking research and planning to support the ongoing operations of the school and board. Records include but are not limited to research surveys, studies and reports which address issues such as school boundaries, student demographics, municipal planning and statistics used to support Ministry funding requests.</b> |                        |           | <b>Final reports may be retained longer and/or in applicable department.</b>    |   |     |
| RP-01         | Research and Planning - School Enrolments               | Includes records regarding planning and development issues within the municipality that may have implications on enrolments within the school system. Includes subdivision plans, official plan amendments, population reports, and traffic studies.  | Originating Department | Short     | E=Aug. 31   | Operational Value<br>Archival                         |     |
| RP-02         | Research and Planning: Student Demographics             | Includes aggregate reports profiling the characteristics of the student population, such as age, grade, promotion, and country of birth, religion, and other trend data.  | Originating Department | E+ medium | E=Aug 31  | Operational Value<br>Archival                         |     |
| RP-03         | Research and Planning - School Boundaries               | Includes information relevant to the establishment of school boundaries for purposes of enrolment and facility use. Includes boundary descriptions, school attendance areas and maps.   | Originating Department | LONG      | E = Until obsolete or superseded  | Operational Value                                     |     |
| RP-04         | Research and Planning - School System                   | Includes records relating to internal and external research. Records include applications, surveys and research reports undertaken to capture information about school system issues; student evaluation and scoring systems and student backgrounds; school and career selection; external research, applications, surveys and research reports.   | Originating Department | E+1       | E = Until obsolete or superseded  | Operational Value<br>Archival                         |     |

| Record Number | Record Series   | Scope Notes (Description)   | Responsible Department                          | Retention | Notes   | Retention Value & Legal Citation | PIB |
|---------------|---|---|---|-----------|---|----------------------------------|-----|
| RP-05         | Research and Planning – External Requests                   | Includes external applications to conduct research from sources such as universities, graduate students, and foundations, and their final reports   | Originating Department                          | E+1       | E=Aug 31  | Operational Value                |     |
| RP-06         | Research and Planning - Educational and Curriculum Planning | Includes all strategic and operational planning documents, and mandates, related correspondence, background and reference information, records of any research conducted into curriculum or program development, such as questionnaires, interest surveys and independent research studies.   | Originating Department                          | short     | E=Aug. 31   | Operational Value<br>Archival    |     |
| <b>SI</b>     | <b>Student Information</b>                                  | <b>The function of providing students with programs and services in accordance with the School Act. Records cover such areas as admissions, transfers and withdrawals, Student Records, guidance and counseling, assessments, consent/ permission forms for special activities and programs, and extra-curriculum programs and participation.</b>                                       |   |           |   |                                  |     |
| SI-01         | Bursaries and Awards  | Includes supporting documentation regarding bursaries and awards presented to students at commencement or graduation.<br><br>Financial records regarding awards should be retained in appropriate record series in Finance. SEE FA series.  | School/<br>Originating Department               | Long      | E =Aug 31   | Operational Value                | PIB |
| SI-02         | Preliminary Assessment/<br>Accommodation                    | Includes records used prior to a formal assessment, if required. Records may include anecdotal notes, accommodations and interventions used prior to formal assessments and supporting documentation.   | School  | Short     | E=Aug. 31   | Operational Value                | PIB |
| SI-03         | Case Files:<br>Counseling                                   | Includes case files of students who are referred for counseling. Records include referrals, reports, and case notes, authorization and counseling working documents, testing and test keys and supporting documentation.<br>Not to be kept as part of the Student Record.   | School<br>Counselors/<br>Originating Department | E + 1     | E=retirement or transfer of student   | Not specified 170,<br>184        | PIB |
| SI-04         | Specialized Assessment -<br>Working Notes                   | Includes case files referencing students referred for a specialized assessment which may include but is not limited to psychological, learning, speech language, occupational, physical therapy, vision, hearing assessments, testing protocols, authorizations and supporting documentation.<br><b>Final reports resulting from assessments are placed in the Student Record file.</b> | School/<br>Originating Department               | E+10      | E=date student turns 18<br>Case files are maintained in accordance with health care professional guidelines | Operational Value                | PIB |

| Record Number | Record Series                                     | Scope Notes (Description)  | Responsible Department | Retention | Notes   | Retention Value & Legal Citation | PIB |
|---------------|---|--|------------------------|-----------|---|----------------------------------|-----|
| SI-05         | Student Transfer Administration                   | Includes all office index cards, binders and student transfer logs that administer the transfer of students in and out of individual school. These contain personal information, as well as retirement/transfer information on individual students, which is available for immediate access and as backup information.<br><br>This may be retained electronically if a hard copy can be readily produced.  | School                 | E + 3     | Store with the Student Record files of students who have moved/transferred<br><br>E= School year transfer date  | 184                              | PIB |
| SI-06-01      | Student Records                                   | Includes all information affecting the decisions made about the education of a student. Includes records specified in the Student Record Regulation.<br><br>This is a provincial record that may be transferred to another board within Alberta as per the Student Record Regulation. If the student leaves the province the records is copied and the copy set is transferred out of province.<br><br>This excludes records that are part of Off-Campus Education (see SI-07) | PASI and School        | E + 27    | E= Date of Birth<br>Note: Schools employing school psychologists should be aware that psychologists are governed by the Health Professions Act and may have to extend the retentions of those applicable records.<br><br>*CULL FILE: Suspension or expulsion = retain responsive records 3 years from date of incident then Destroy<br>Note: Alberta Education has custody and control of Provincial standardized test results. (SB may want to make this a sub folder)   | 170, 184, 246                    | PIB |
| SI-06-02      | Student Record – Administrative or Secondary File | Includes records not specified in the Student Record Regulation.   | School                 | E+1       | E= School year transfer date<br>Administrative files are records that are specific to the student but not part of the SRR. Such as incident tracking, letters to parents, etc. These records are generally transitory or have a short retention and would not be transferred as part of the student record.<br>On occasion some of these records may be transferred between schools at the discretion of the principal, for the safety of the student and to the benefit of the student's education. (ie, VTRA) |                                  |     |



| Record Number | Record Series                               | Scope Notes (Description)   | Responsible Department        | Retention | Notes  | Retention Value & Legal Citation | PIB |
|---------------|---|---|-------------------------------|-----------|--|----------------------------------|-----|
| SI-07         | Programs: Co-operative Education            | Includes correspondence with potential employers, surveys, and monthly monitoring teacher reports, statistics and other records of co-operative education programs. Also includes dual-credit, apprenticeship programs, off-campus education.<br><br>Excludes: Work Education Agreements SEE: LE-05-03<br><br>Excludes: Educational program administration and planning documents. SEE EP Series.           | School/Originating Department | 7         | E=Aug. 31  | 120, 233, 236                    | PIB |
| SI-08-01      | Student Activity Administration             | Includes records regarding the administration of student exchanges, off site activity, field trips and arrangements for special events related to specific activities, such as concerts, festivals, track meets, facility tours, tournaments, art or essay contests, and science fairs. Records include correspondence, plans, schedules, etc.<br><br>Excludes: consent forms SEE: SI-08-02                 | School                        | 2         | E=Aug. 31<br>Records may be retained for longer periods if deemed to be of historical value OR if the activity is deemed "high- risk."   | 236                              |     |
| SI-08-02      | Student Activity Participation              | Includes requests, consent/permission forms, acknowledgement of risk, correspondence and reports regarding school field trips and on and off site activities, consent for working in school laboratories (labs) such as science labs. Also includes reports relating to the student(s) involved in student exchanges.<br>Excludes: information on international students and host families SEE SI-12 series | School                        | 2         | E=Aug. 31<br>Subject to select inclusion in the ST-11 series dependent on the trip<br><br>Records may be retained for longer periods if the activity is deemed "high-risk."  | 236                              | PIB |
| SI-09         | Registers: Student Enrolment and Attendance | Includes registers and reports concerning the enrolment/attendance of students, recording of daily attendance, and daily absence reports. Also includes class registers for non-school system programs such as continuing education, driver education and heritage language programs.   | School Principal              | E+2       | E=Aug. 31  | Operational value                | PIB |
| SI-10         | Student Marks                               | Includes information on students' courses completed, marks received and mark verification sheets, and teacher mark books. Also includes electronic records.<br><br>Excludes: report cards SEE: SI-06  | School - Teaching             | E+2       | E = Verification in SIS (Student Info system)<br>Note: Student marks are included in the ST-11 series as part of report card.<br>E = on closing school, forward record for student to new school or minister if school unknown | 184                              | PIB |

| Record Number | Record Series                                | Scope Notes (Description)  | Responsible Department           | Retention | Notes  | Retention Value & Legal Citation | PIB |
|---------------|--|--|----------------------------------|-----------|--|----------------------------------|-----|
| SI-11         | Mature Student Records: Continuing Education | Includes student appraisals, marks and other student- centered records for continuing education courses.   | School                           |           | E = Date of completed school attendance<br>Subject to inclusion in the Student Record ST-11  | 170, 184                         | PIB |
| SI-12-01      | International Students                       | Includes records pertaining to out of country students applying to attend schools. Records may include applications for admission, correspondence between the student's family and the International Bureau (Global Learning). May include <i>copies</i> of Government of Canada Embassy information, <i>copies</i> of Visa student permits, banking information and <i>copies</i> of educational reporting while student in attendance at a school.<br>Excludes: Student Record file SEE: SI-06 | Originating Department           | E = 27    | E=Date of Birth  | Operational Value                | PIB |
| SI-12-02      | International Students - Hosting             | includes correspondence and records of international hosting programs including documentation on host families, police clearances for host families, minutes of meetings for agent information and supporting documentation to pursue opportunities to bring international students to schools   | Originating Department           | long      | E=Aug. 31  | Operational Value                | PIB |
| <b>TR</b>     | <b>Transportation</b>                        | <b>The function of providing students with transportation.</b>   |                                  |           |  |                                  |     |
| TR-01         | Transportation Reports and Costing           | Includes records on bus route costing, fuel rates, bus capacity loading, and records regarding the escalation and de-escalation of fuel prices for vehicles and buses and its impact on the Bus Transportation Contract with the bus line Operators.<br>Excludes: Student Bus Services SEE: TR-02  | Transportation Services          | short     | E=Aug. 31<br>NOTE: if district does not have a transportation department, this record series could be moved to FA.   | Operational Value                |     |
| TR-02         | Student Bus Services                         | Includes records concerning transportation/busing for transportation of students to and from schools, Special Education, off site activities, field trips, and special programs. Records include bus schedules, requests for transportation, bus routes, boundaries and student lists (names and addresses).<br>Excludes: transportation bus costs SEE: TR-01  | Transportation Services /Schools | Short     | E=Aug. 31<br>NOTE: if district does not have a transportation department, this record series could be moved to SI.   | Operational Value                | PIB |
| TR-03-01      | Vehicle - Records                            | Includes information relating to the vehicle, insurance and registration, copies of purchase invoice, bill of sale, vehicle specifications, modification records (i.e. wheelchair lift installation), maintenance logs, records pertaining to work performed for upkeep of vehicle, accident reports, repairs, and insurance communication.<br><br>Excludes: Vehicle inspections. SEE TR-03-02   | Transportation Services          | E+1       | E=Life of Vehicle<br>These may be filed by unit number for each vehicle<br>Note: Primary location for these asset documents falls under FA-14 Series<br><br>Primary location for insurance documents falls under LE- 07<br>Use Aug 31 to close file. | 238                              | PIB |

| Record Number | Record Series                  | Scope Notes (Description)  | Responsible Department              | Retention | Notes  | Retention Value & Legal Citation | PIB |
|---------------|--------------------------------|--|-------------------------------------|-----------|--|----------------------------------|-----|
| TR-03-02      | Vehicle - Inspection           | Includes daily and monthly trip inspection reports   | Transportation Services             | 6 months  | E=Aug. 31 of inspection report   | 238, 242,                        |     |
| TR-04         | Requests, Complaints & Appeals | Includes records concerning grievances and documentation of complaints or appeals to request Student Bus Services, such as school of choice appeals, yard service appeals, school bus stop complaints, etc.<br>Note: Staff grievances are housed in HR10-02. | Transportation Services             |           | E= Complaint/ Appeal resolved and decision communicated to complainant | Operational Value                | PIB |
| TR-05         | Bus Drivers                    | Includes driver licensing, abstracts, training, certifications, route or bus applications, medicals.   |                                     | 4         | E=Aug. 31  | 238                              | PIB |
| TR-06         | Bus Drivers - Logs             | Daily logs.  | Transportation Services             | 6 months  | E=Aug. 31  | 238, 242                         |     |
| TR-07         | Routes                         | Includes route maps, ECS routes, extra service runs, temporary alternate routes, route optimization, bus passenger lists, route maintenance requests.  | Transportation Services             | Short     | E=Aug. 31  | Operational Value                | PIB |
| TR-08         | Grants                         | Includes transportation grant applications and supporting documentation.   | Transportation Services/<br>Finance | 7         | E=Aug. 31  | 244                              |     |