

Administrative Procedure 170

RETENTION AND DISPOSAL OF RECORDS

Background

The Division has a responsibility to maintain and safeguard appropriate records. Records are to be managed to facilitate decision making and expectations in regard to accountability.

Procedures

1. The Division requires that all its official records and public documents shall be preserved and/or disposed of in accordance with legislation and under the supervision of the Director.
2. The Minister of Education has ordered that boards not dispose of public documents before the end of the retention periods listed in the Records Retention and Disposal Schedule. This Schedule was prepared by the Saskatchewan School Boards Association and the Saskatchewan Association of School Business Officials
[Records Retention Guide](#)
 - 2.1 Cumulative Folders are to be retained until the student turns 30 years of age rather than the 25 years of age listed in the Schedule.
2. Election Records
 - 3.1 To be retained permanently.
 - 3.1.1 Revised Voters' List (if prepared by the board);
 - 3.1.2 Poll Map (if prepared by the board);
 - 3.1.3 Nomination Forms;
 - 3.1.4 Poll by Poll Election Results;
 - 3.1.5 Returning Officers' summary of results.
 - 3.2 Ballots to be retained in accordance with section 112 of The Local Government Election Act.
 - 3.3 All other election materials (one year after election day).
 - 3.4 Where co-operation between the school division and municipality results in a single set of election records, such records must be retained in whole or in part by the co-operating jurisdictions in such manner that all of the election records are retained in accordance with this administrative procedure.
3. Human Resources

The Human Resources department will maintain all records in accordance with the provisions of all applicable collective bargaining agreements pertaining to those personnel files, and with *The Local Authority Freedom of Information and Protection of Privacy Act*. All documentation used for the hiring and retention of employees will follow the appropriate disposal periods as outlined in the [Records Retention Guide](#)

4. Any confidential records approved for disposal must be secured during storage or transportation for disposal purposes and must be destroyed using the most appropriate method for the record type.

Reference: Section 85, 87, 108, 109, 369, *The Education Act, 1995*; Section 112, *Local Government Election Act*
Section 15, *Archives Act*; Records Retention and Disposal Schedule

Revised: September 2, 2014