



# Rolling River School Division

## ADMINISTRATIVE PROCEDURE

### EHA – RECORDS RETENTION & DESTRUCTION

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The Division is responsible for the records and information in its custody and control. The Board of Trustees supports the retention and destruction of School Division records in accordance with the Guidelines on the Retention and Disposition of School Division / District Records provided by Manitoba Education.

The Board delegates the authority for the Superintendent to establish and maintain procedures to ensure records are destroyed, retained, or archived within the minimum levels established by Manitoba Education and within the legislative requirements of the Public Schools Act, The Education Administration Miscellaneous Provisions Regulation, The Freedom of Information and Protection of Privacy Act, the Personal Health Information Act and The Youth Criminal Justice Act.

The Superintendent delegates the responsibility for the maintenance of divisional records management to the Secretary-Treasurer.

Specific responsibility to ensure the maintenance of the records management procedures is assigned to the applicable Supervisors, as follows:

- School Principals
- Maintenance Supervisor
- Transportation Supervisor
- Coordinator of Instruction, Curriculum, and Technology
- Coordinator of Student, Clinical, and Pre-Kindergarten Services
- Accounts-Payroll Supervisor

These guidelines have been condensed from the **GUIDELINES on the RETENTION AND DISPOSITION of SCHOOL DIVISION / DISTRICT RECORDS** as provided by Manitoba Education.

The Rolling River School Division - School Records Guidelines have been prepared to:

- Establish minimum retention periods which meet or exceed the guidelines provided by Manitoba Education which are established records based on legal, administrative, and financial requirements. (Minimum Retention is current year plus the number of years listed in the record retention schedule).
- Ensure that records of a permanent value are identified and moved into an archival environment when their office retention period is finished
- Encourage the systematic and controlled destruction of records after expiry of retention periods.

**School Division records are categorized as follows:**

#### 1. Board of Trustee Based Records

- a) School Board Records

## 2. Division Department Based Records

- a) Specific Department Related Records (Transportation, Building & Property etc.)
- b) Division Departmental Administration Records – Department Copies

## 3. School Based Records

- a) School Administration Records
- b) Other Related Administration Records – School Copies
- c) Student Records

*(Reference: Descriptions of Records in these Categories (below))*

### **Procedures for Records Retention and Disposal**

1. Collect records to be destroyed in June of each year. Records to be destroyed must be boxed and labelled by June 30th each year for School Records and July 15 each year for Division Department Records.
2. Insert records to be destroyed into cardboard boxes. All records to be destroyed must be clearly labelled and sealed in a cardboard filing box.
3. Complete the Rolling River School Division (RRSD) **Records Destruction Inventory Form** for each box of records to be destroyed. This form must be completed and signed by the School Principal or Department Supervisor. Unsigned forms will not be accepted.
4. Make two (2) copies of the completed and signed **RRSD Records Destruction Inventory Form**. One of these copies will be maintained in a folder / binder at the school. The second copy will be affixed to the boxed records.
5. Insert the original completed and signed **RRSD Records Destruction Inventory Form** inside the box of records to be destroyed (lay on top of the files to be destroyed)
6. Close the box, seal with packing tape, clearly label the box “**RECORDS DESTRUCTION - DELIVER TO DIVISION OFFICE**”, and affix the second copy of the completed and signed **RRSD Records Destruction Inventory Form** to the outside of the box.
7. Forward a Maintenance Work Order requesting pick-up and transport of boxed records from the School or arrange for delivery of boxed records from the Department to the Division Office to be destroyed

### ***Attachment - RRSD Records Destruction Inventory Form***

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**Date Revised:** June 6, 2018

**Date Reaffirmed:** October 5, 2022



## ROLLING RIVER SCHOOL DIVISION

### GUIDELINES ON THE RETENTION AND DISPOSITION OF SCHOOL DIVISION/DISTRICT RECORDS

<b>1. SCHOOL BOARD RECORDS</b>			
<i>ITEM</i>	<i>DESCRIPTION OF RECORD</i>	<i>MINIMUM RETENTION</i>	<i>DISPOSITION</i>
1.1	<b>Agenda / Notice of School Board meetings</b> of the school board	1 Year	Destroy
1.2	<b>Bylaws</b>	20 Years	Archive
1.3	<b>Legal opinions</b>	7 Years	Archive
1.4	<b>Minutes – School Board approved</b> including all records accepted as part of minutes	10 Years	Archive
1.5	<b>Resolutions</b> (if not recorded in minutes)	20 Years	Archive
1.6	<b>List of Electors</b>		
(i)	Original list of electors	4 Years	Archive
(ii)	Copies of list of electors	4 Years	Destroy
1.7	<b>Nominations Papers</b>	Expiration of term	Destroy
1.8	<b>Election Records</b>	1 Year after election	Destroy
1.9	<b>Election Appeals</b>	1 Year after appeal order	Destroy
1.10	<b>Disclosure of assets and interests</b>	6 Years	Destroy
1.11	<b>Oath of Office for Trustees</b>	Expiration of term	Destroy
1.12	<b>Trustee Working Files</b> - includes working papers, notes, correspondence, and other documents related to school board matters	Expiration of term	Destroy
1.13	<b>Verbatim recordings of board proceedings</b> , e.g. audio tape, videotape, or stenographer's notebook	4 months after transcription and/or approval of minutes of proceedings	Destroy

<b>2. SCHOOL DIVISION RECORDS</b>			
<b>2A. ADMINISTRATION</b>			
<i>ITEM</i>	<i>DESCRIPTION OF RECORD</i>	<i>MINIMUM RETENTION</i>	<i>DISPOSITION</i>
2A.1	<b>Administrative and Department Policies, Procedures and Guidelines</b> (including manuals)	<b>Until superseded</b>	<b>Destroy</b>
2A.2	<b>Archives/Records Management</b>		
(i)	Records disposition documentation	<b>10 Years</b>	<b>Destroy</b>
(ii)	Inventory of non current or inactive records in storage	<b>Until superseded</b>	<b>Destroy</b>
(iii)	Records transfer list for archival records	<b>Ongoing</b>	<b>Maintained indefinitely at Div. level</b>
(iv)	Records on use of archival materials – log or register of researchers	<b>5 Years</b>	<b>Destroy</b>
2A.3	<b>Board of Reference Awards</b> – Note: copies are stored permanently in the Education and Training school division formation files	<b>7 Years</b>	<b>Destroy</b>
2A.4	<b>Office Files</b> including correspondence, memos, reports, and other documents created or received by the department (except for records which are listed elsewhere on this schedule)		
(i)	General administrative and operational records of no continuing fiscal, legal or administrative value	<b>1 Year</b> <b>(includes Dept. Budget info.)</b>	<b>Destroy</b>
(ii)	Significant policy or decision-making records of fiscal, legal, administrative or historical value	<b>7 Years</b>	<b>Archive</b>
2A.5	<b>Electronic systems documents</b> – records necessary for retrieval of information retained in machine readable format, including use guide; internal memoranda; system of subsystem definition, flowchart or outline; list of index or programs and codes; detailed program description and documentation; job control or work flow records; system specifications; file specifications; input and output specifications and test data	<b>Until superseded</b>	<b>Destroy</b>
2A.6	<b>School Division Administrative Reports</b> - Planning and implementation reports as required by Education and Training or for school division initiated programs	<b>5 Years</b>	<b>Destroy</b>
2A.7	<b>School Administrative Reports</b>	<b>5 Years</b>	<b>Destroy</b>
2A.8	<b>Curriculum Documents</b>	<b>Until superseded</b>	<b>Destroy</b>
2A.9	<b>Grants Records</b>		

(i)	Supporting documentation and reports for grants that have been awarded	7 Years	Destroy
(i)	Supporting documentation for grant applications that have been rejected	1 Year	Destroy
<b>2A.10</b>	<b>Insurance Records</b>		
(i)	Policies	Term plus 1 Year	Destroy
(ii)	Claims including Workers Compensation Board claims for staff MPIC Claims for vehicles etc.	3 Years after resolution	Destroy
(iii)	Reports of theft, arson, vandalism, property damage or similar occurrences	7 Years	Destroy
<b>ITEM</b>	<b>DESCRIPTION OF RECORD</b>	<b>MINIMUM RETENTION</b>	<b>DISPOSITION</b>
<b>2A.11</b>	<b>Accident Reports</b> i.e., students, staff and vehicles (but not including school buses)	7 Years	Destroy
<b>2A.12</b>	<b>Litigation Records</b>		
(i)	Routine	7 Years after settlement, judgement, discontinuance or dismissal or 7 Years after any minor involved attains age of majority	Destroy
(ii)	Significant, i.e., precedent setting	7 Years	Archive
<b>2A.13</b>	<b>Safety Records</b> – fire, health, boiler, etc. including inspection records	3 Years or until superseded	Destroy
<b>2A.14</b>	<b>Workplace, Safety &amp; Health Records</b>		
(i)	WHMIS	30 Years	Destroy
(ii)	All other records including training materials	As per legislative requirements	Destroy

<b>2B.</b>	<b>FINANCIAL MANAGEMENT</b>		
<b>2B.1</b>	<b>Accounts Payable/Receivable</b> – including requisitions, purchase orders, invoices, receipts and other source documents.	7 Years (DO) 1 Years (School Copies)	Destroy
<b>2B.2</b>	<b>Agreements</b> (i.e., purchasing/leasing, service and maintenance)	Term plus 1 Year	Destroy
<b>2B.3</b>	<b>Bank statements and cancelled cheques</b> (Bank Reconciliations)	7 Years	Destroy
<b>2B.4</b>	<b>Budgets</b>		
(i)	Approved Budget	7 Years (DO)	Destroy
(ii)	Final Working Papers	2 Years	Destroy

2B.5	Debentures/Mortgages	Term plus 1 Year	Destroy
2B.6	Deposit Books	7 Years	Destroy
2B.7	<b>Financial Statements (FSR)</b>		
(i)	Monthly (FSR)	1 Year	Destroy
(ii)	Annual Statement (June 30 / FSR)	10 Years	Archive
(iii)	Annual Report of the Auditor (Annual Financial Statement)	10 Years	Archive
2B.8	Investment Records	Term plus 1 Year	Destroy
2B.9	Journals and Source Documents	10 Years	Destroy  (cashbooks or journals predating 1967 to be transferred to Archives)
<b>ITEM</b>	<b>DESCRIPTION OF RECORD</b>	<b>MINIMUM RETENTION</b>	<b>DISPOSITION</b>
2B.10	<b>Ledgers (School Funds)</b>		
(i)	General	10 Years	Destroy
(ii)	Subledgers	10 Years	Destroy
2B.11	Loans and Cancelled Notes	Term plus 1 Year	Destroy
2B.12	Tenders and Quotes	3 Years	Destroy

<b>2C.</b>	<b>HUMAN RESOURCES</b>		
<b>ITEM</b>	<b>DESCRIPTION OF RECORD</b>	<b>MINIMUM RETENTION</b>	<b>DISPOSITION</b>
2C.1	Payroll Deductions – including garnishments, assignments, and attachments of employee salaries	7 Years after superseding form is filed, or authorization expires or employment is terminated	Destroy
2C.2	Leaves - records of employee requests for and/or authorization given to employees to use sick, vacation, personal or other leave	7 Years (DO) 1 Year (School copies-sub reports/leave forms)	Destroy
2C.3	Payroll administration records (includes T4's, TD1's)	7 Years	Destroy
2C.4	Payroll registers	55 Years	Destroy
2C.5	Arbitration Awards and Documentation	10 Years	Destroy

2C.6	Collective Agreements	10 Years	Archive
2C.7	Grievance Records	7 Years after final decision	Destroy
2C.8	Applications for Employment, Competition and Hiring Records		
(i)	Solicited – Includes applications of unsuccessful candidates, competition records and other supporting documents	2 Years	Destroy
(ii)	Unsolicited	1 Year	Destroy
2C.9	Personnel Administration (includes policy and procedures records, policy manual)	2 Years or until superseded	Destroy
2C.10	Personnel Files – i.e., application form, contract, evaluation report	7 Years after termination	Destroy

2D. BUILDING AND PROPERTY RECORDS			
ITEM	DESCRIPTION OF RECORD	MINIMUM RETENTION	DISPOSITION
2D.1	Capital Construction File – including but not limited to bids, construction agreements, tender documents, specifications, contracts, performance guarantees, inspection reports, and environmental impact statements	Life of building plus 1 Year	Destroy
2D.2	Certificate of Title	While applicable	Surrender as requested
ITEM	DESCRIPTION OF RECORD	MINIMUM RETENTION	DISPOSITION
2D.3	Engineering Reports	While applicable	Destroy
2D.4	Equipment Installation, Maintenance, Repair Records, including but not limited to request for service, work order, record of work done, and summary or log of service performed. (Does not include vehicle inspection)	3 Years	Destroy
2D.5	Plans, maps, designs, and surveys – for buildings or other facilities owned by the school division	Life of building/facility plus 1 Year	Destroy
2D.6	Photographs	Life of building/facility plus 1 Year	Archive
2D.7	Property Inventory covering vehicles, machinery and equipment	6 Years after replacement, sale or discontinuance of use of all property listed	Destroy

2E. TRANSPORTATION RECORDS			
ITEM	DESCRIPTION OF RECORD	MINIMUM RETENTION	DISPOSITION

2E.1	School Bus Accident Reports	7 Years	Destroy
2E.2	Pupil Transportation System Reports		
(i)	Education and Training System Reviews	Until superseded	Destroy
(ii)	School Division/District Self-Evaluation Reviews	10 Years	Destroy
2E.3	School Bus Fleet Records		
(i)	School bus purchases and disposal records	1 Year after disposition of bus or expiry of agreement	Destroy
(ii)	School bus lease agreements	1 Year after disposition of bus or expiry of agreement	Destroy
(iii)	Contract school bus service agreements	1 year after disposition of bus or expiry of agreement	Destroy
2E.4	Ridership training and school bus evacuation records	2 Years	Destroy
2E.5	School bus ridership list or pupil transportation eligibility record for common carriers and contract buses, including location and times of stops	2 Years	Destroy
2E.6	School bus route schedule or diagram, including location and times of stops	2 Years	Destroy
2E.7	Transportation report – providing information for each trip, by each bus	2 Years	Destroy
2E.8	Vehicle inspection, repair and maintenance record, including gasoline and oil consumption	1 Year after disposition of bus	Destroy
3.	<b>SCHOOL ADMINISTRATION RECORDS</b>		
<i>ITEM</i>	<i>DESCRIPTION OF RECORD</i>	<i>MINIMUM RETENTION</i>	<i>DISPOSITION</i>
3.1	Accidents Reports not including school buses. Note: for copies sent to school division office see 2A.11	3 Years	Destroy
3.2	Office Files including correspondence, memos, reports, and other documents created or received by the school (except for records which are listed elsewhere on this schedule)		
(i)	General administrative and operational records of no continuing fiscal, legal or administrative value	1 Year	Destroy
(ii)	Significant policy or decision-making records of fiscal, legal, administrative or historical value	3 Years	Destroy
3.3	Crisis Response/Emergency Plan	3 Years After Superseded	Destroy



3.4	<b>Minutes</b> - i.e., staff, department, administrative, workplace safety and health. May also include copies of advisory/parent council and student council meetings.	3 Years	Destroy
3.5	<b>School Based Personnel Files</b>	Term of Employment	Transferred to Human Resources
3.6	<b>School Fund Accounts and Records</b> (TYPE A Funds) *Bank statements and cancelled cheques *Deposit books *Ledgers – General and Subledgers *Financial Statements – Annual Statement	7 Years	Destroy
3.7	<b>School Administrative Reports</b> – e.g. annual reports of the principal on enrollments, staffing, curriculum, facilities, school plan, etc.	5 Years	Destroy
3.8	<b>School Policies/Regulations</b>	Until superseded	Destroy
3.9	<b>Master timetable</b> – noting courses offered, teacher course allocations, enrollments	5 Years	Destroy
3.10	<b>School Curriculum</b>		
(i)	School Initiated Course	3 Years	Destroy
(ii)	Student Initiated Projects	3 Years	Destroy
(iii)	Course Catalogues	5 Years	Destroy
3.11	<b>Course Records</b>		
(i)	Teachers' grade records, test scores and marking sheets	1 Year	Destroy
(ii)	Examination paper, master copy	1 Year	Destroy
(iii)	Examination answer papers	1 Year after course completion	Destroy
3.12	<b>Locally Marked Provincial Standards Tests</b>		
(i)	Exam Administration Records	5 Years	Destroy
(ii)	Student Answer Sheets and Exam Booklets	5 Years	Destroy
(iii)	Scoring Documentation	5 Years	Destroy
(iv)	Education and Training Reports including Needs Assessment Survey and Audit Report	5 Years	Destroy
<b>NOTE:</b>	<b>School Yearbooks should be held in schools / school libraries</b>		
<b>ITEM</b>	<b>DESCRIPTION OF RECORD</b>	<b>MINIMUM RETENTION</b>	<b>DISPOSITION</b>
<b>OTHER RELATED ADMINISTRATION RECORDS – School Copies</b>			
<b>ITEM</b>	<b>DESCRIPTION OF RECORD</b>	<b>MINIMUM RETENTION</b>	<b>DISPOSITION</b>

2B.1	<b>Accounts Payable/Receivable</b> - including requisitions, purchase orders, invoices, receipts and other source documents.	<b>1 Year</b> (School Copies)	<b>Destroy</b>
2B.12	<b>Tenders and Quotes</b>	<b>3 Years</b>	<b>Destroy</b>
2C.2	<b>Leaves</b> - records of employee requests for and/or authorization given to employees to use sick, vacation, personal or other leave	<b>1 Year</b>	<b>Destroy</b>
2D.4	<b>Maintenance, Repair, Equipment Installation Records</b> , including but not limited to request for service, work order, record of work done, and summary or log of service performed.	<b>3 Years</b>	<b>Destroy</b>
2E.4	<b>Ridership Training and School Bus Evacuation Records</b>	<b>2 Years</b>	<b>Destroy</b>
2E.5	<b>School Bus Ridership List or Pupil Transportation Eligibility Record for Common Carriers and Contract Buses</b> , including names of students for each route.	<b>2 Years</b>	<b>Destroy</b>
2E.6	<b>School Bus Route Schedule or Diagram</b> , including location and times of stops.	<b>2 Years</b>	<b>Destroy</b>

<b>STUDENT RECORDS</b>			
<i>ITEM</i>	<i>DESCRIPTION OF RECORD</i>	<i>MINIMUM RETENTION</i>	<i>DISPOSITION</i>
4.1	<b>Academic Records (Grade 9-12)</b> – (Student Marks)	<b>30 Years</b>	<b>Destroy</b>
4.2	<b>Enrollment Files include</b>		
(i)	Daily attendance	<b>10 Years</b> (registers up to 1967 to transferred to Archives)	<b>Destroy</b>
(ii)	Annual enrollment (September)	<b>7 Years</b> (registers up to 1967 to be transferred to Archives)	<b>Destroy</b>
(iii)	Monthly enrollment reports	<b>7 Years</b> (registers up to 1967 to be transferred to Archives)	<b>Destroy</b>
4.3	<b>Pupil Files (refer to the <i>Manitoba Pupil File Guidelines</i> for further information). Note: School Principals are required to forward a pupil's pupil file when the pupil transfers to another school.</b>		
(i)	Cumulative file component (Transferable – Refer to the <i>Manitoba Pupil File Guidelines</i> for further information.)	<b>10 Years</b> (after student ceases to attend a school operated by the Board if the pupil file has not been transferred to another school)	<b>Destroy</b>

<b>ITEM</b>	<b>DESCRIPTION OF RECORD</b>	<b>MINIMUM RETENTION</b>	<b>DISPOSITION</b>
<b>(ii)</b>	Pupil support file component (Transferable – Refer to the <i>Manitoba Pupil File Guidelines</i> for further information.)	<b>10 Years after student ceases to attend a school operated by the Board if the pupil file has not been transferred to another school</b>	<b>Destroy</b>
<b>(iii)</b>	Young offender file component (Not transferable – Refer to the <i>Manitoba Pupil File Guidelines</i> for further information).	<b>Retained until information is no longer required for the purpose for which it was established or until student transfers out of the school.</b>	<b>Destroy (immediately)</b>

