

### INTRODUCTION

### RECORDS RETENTION SCHEDULE

The Records Retention Schedule is to be used by Elk Island Catholic Schools' departments and schools to determine how long they should retain their files/records. These files include school, administrative, facilities, personnel, finance, curriculum and student records.

For each record classification, the Records Retention Schedule will identify:

1. criteria to determine when a record can be closed;
2. concurrent activities that may override the retention schedule, such as litigation or a historically significant event;
3. specific storage requirements and migration strategies to facilitate long term retrieval of information;
4. identification of essential records and the applicable recovery practices;
5. those records which will have archival or research value;
6. the length of time records must be stored on-site and off-site;
7. potential privacy and security risks related to those records;
8. disposal instructions.

The Records Retention Schedule has four columns:

1. Records Titles and Description – lists the record type or classification.
2. Area of Responsibility – which department or level of organization bears the responsibility for the type of record.
3. Retention Years, Destruction, or Permanent – this column states the number of years that a file/record should be retained. Please note that S/O stands for Superseded/Obsolete. It may read S/O + 5 years. This means that a file/record should be retained from the date it is deemed obsolete or the date on which it is replaced by a more current file/record plus 5 years.

4. Legislation, Regulations and Procedures – references the Legislation, Regulations and Procedures determining the retention period. Each school and department is responsible for the retention and disposal of their files/records according to the Records Retention Schedule and Administrative Procedure 185 – Records Management.

Reference:        *Education Act*, SA 2012, c E-0.3, ss.33, 52, 53, 68, 197, 222, 225  
                      *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25