

## **RECORDS MANAGEMENT**

Proper custody, storage and disposal of records shall comply with existing legislation and statutory requirements.

### **Procedures**

1. Records management covers a broad spectrum of records such as accounting, purchasing, corporate, insurance, personnel, property and student records.
2. Records administration, retention and destruction is based on a combination of sound management practices, common sense and the appropriate government direction.
3. When a government body dictates that a certain record must be kept, then that same government body must approve, upon application of the Division, the destruction of the specific record requested in the Division's application.
4. The Records Management program shall consist of a Subject File Classification Guide and a Retention and Disposal Schedule.
5. Departments and schools shall be responsible for the filing of records according to the Classification Guide, and for the disposal of records in accordance with the Retention and Disposal Schedule.
6. Electronic records must conform in the same manner as hard copy records.
7. Access to records will be governed by the Education Act and FOIP Legislation.

These guidelines should be adhered to for the following records:

**RECOMMENDED RETENTION (IN YEARS)**    *Active*                      *Semi-Active*    *Dispose*

**ACCOUNTING AND PURCHASING**

**ACCOUNTS PAYABLE**

Capital Expenditures	6	1	Indefinite
General	2	4	Destroy

**BANKING**

Cash Books	2	4	Destroy
Cheque Registers	2	4	Destroy
Receipts	2	5	Destroy
Deposit Slips	2	5	Destroy

<b><u>RECOMMENDED RETENTION (IN YEARS)</u></b>	<i>Active</i>	<i>Semi-Active</i>	<i>Dispose</i>
Bank Statements	2	4	Destroy
Cheques	2	5	Destroy
Charitable Donations			
Receipts and Supporting Detail	PERMANENT PRESERVATION		
<b><u>GENERAL</u></b>			
Appropriations	2	4	Destroy
Disbursements	2	4	Destroy
Encumbrances	2	4	Destroy
Signing Authorities	2	4	Destroy
<b><u>FINANCIAL STATEMENTS</u></b>			
Balance Sheets	PERMANENT PRESERVATION		
<b><u>JOURNALS AND LEDGERS</u></b>			
General Ledger	PERMANENT PRESERVATION		
General Journal	PERMANENT PRESERVATION		
Subsidiary A/P & A/R	2	4	Destroy
<b><u>INVENTORIES</u></b>			
Perpetual Records And Physical Count Sheets	2	4	Destroy
<b><u>PURCHASES</u></b>			
Acknowledgments to Vendors	2	-	Destroy
Contracts(see Legal)	PERMANENT PRESERVATION		
Correspondence	2	3	Destroy
Credit Memos, Debit Memos	2	4	Destroy
Invoices, Incoming	2	8	Destroy
Price Quotations	1	2	Destroy
Price Catalogues	1	2	Destroy
Purchase Order - General	2	3	Destroy
Purchase Order - Capital	5	10	Destroy
Receiving Reports	2	4	Destroy
Requisitions	2	2	Destroy
<b><u>CORPORATE</u></b>			
<b><u>MINUTE BOOKS</u></b>			
Board Minutes and Equivalentents	PERMANENT PRESERVATION		
<b><u>BOUNDARIES</u></b>			
Documents Pertaining to Jurisdictional Boundaries	PERMANENT PRESERVATION		
<b><u>TAXATION</u></b>			
Original Assessment and Taxation Records	PERMANENT PRESERVATION		

**RECOMMENDED RETENTION (IN YEARS)**    *Active*                      *Semi-Active*    *Dispose*

**GENERAL**

General Correspondence Relative to the Corporate Entity                      3                      2                      Destroy

**INSURANCE** (ACCIDENT, FIDELITY, FIRE GROUP, LIABILITY, PROPERTY)

Policies and Related Documentation                      4                      6 or until superseded

**LEGAL**

Claims                      PERMANENT PRESERVATION  
 Compensation                      PERMANENT PRESERVATION  
 Cases (W.C.B.)                      PERMANENT PRESERVATION  
 Contracts                      PERMANENT PRESERVATION  
 Government                      PERMANENT PRESERVATION  
 Employee                      PERMANENT PRESERVATION  
 Union Labour                      PERMANENT PRESERVATION  
 Vendor/Supplier                      5                      10                      Destroy  
 Deeds                      PERMANENT PRESERVATION  
 Easements                      PERMANENT PRESERVATION  
 Leases                      PERMANENT PRESERVATION  
 Mortgages                      PERMANENT PRESERVATION

**PERSONNEL**

Persons Previously Employed by the Jurisdiction                      70 YEARS FROM DATE OF BIRTH

**APPLICATIONS**

Persons Interviewed but not Hired                      1                      1                      Destroy  
 Earnings                      PERMANENT PRESERVATION  
 Payroll Summaries                      PERMANENT PRESERVATION  
 Position Descriptions                      UNTIL SUPERSEDED

**PROPERTY**

Appraisals                      PERMANENT PRESERVATION  
 Inventories of Land, Equipment, etc                      PERMANENT PRESERVATION  
 Plans and Specifications                      PERMANENT PRESERVATION  
 Repairs, Major                      PERMANENT PRESERVATION

**STUDENT RECORDS**

Hutterite Students Cumulative Files                      Permanent Preservation

Students who would have completed grade 12 in 1990 or earlier                      Permanent

Students who would have completed grade 12 in 1991 or later                      graduation year plus (7 + 1) years for destruction

---

December, 2003  
Updates: August 2013, January 2020

**References:**

Student Records Regulation  
Education Act Section 56