

	Lloydminster Catholic School Division – Administrative Procedures	
	AP 185 – Records Retention and Disposal	
Related LCSDF AP's		
Form(s)		
References:	<i>The Education Act, 1995 85,87, 369</i> <i>Records Retention and Disposal Guide for Saskatchewan School Divisions, September 2019</i> <i>The Local Government Election Act</i> <i>The Archives Act</i>	
Received by the Board: September, 2023	Update: September, 2023	

Background

The Division is responsible for ensuring consistent and reliable record managements systems and practices are in place. The Division requires that all records be retained and/or disposed of in accordance with the “Records Retention and Disposal Guide for Saskatchewan School Divisions” developed by SASBO and SSBA under the supervision of the Chief Financial Officer. Records shall be retained only for such period of time as required for the purposes for which they were created.

The retention and disposal of a document is not impacted by where it is in paper or electronic format. For all records referenced in the Records Retention and Disposal Guide for Saskatchewan School Divisions, only one copy (physical or electronic) of a document should be retained by the party responsible for it.

Procedure

1. The Chief Financial Officer will monitor the annual disposal of all paper documentation and electronic records (in schools and at division) in accordance with the directives of:
 1. The Education Act, 1995
 2. The Local Government Election Act
 3. The Archives Act
2. The division is guided by the “Records Retention and Disposal Guide for Saskatchewan School Divisions”
3. The Chief Financial Officer will ensure that records are kept secure, safe and protected against accidental destruction or loss.
4. The Chief Financial Officer will meet with IT Manager in August to monitor and review the electronic file retention process.
5. The Chief Financial Officer will inform Principals in June of school-based file retention requirements and process.

6. The Chief Financial Officer will annually prepare a yearly disposal record for review and approval by the Board of Education.
7. Upon Board Approval the Chief Financial Officer will ensure that all sensitive information be destroyed by confidential shredding services.