

# AP 185 – RECORDS RETENTION AND DISPOSAL

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## Background

The Division shall retain and dispose documents in accordance with the “Records Retention and Disposal Guide for Saskatchewan School Divisions” developed by SASBO and SSBA.

## Procedure

1. The Chief Financial Officer will monitor the annual disposal of all paper documentation and electronic records in accordance with the “Records Retention and Disposal Guide for Saskatchewan School Divisions” including records retained in the school and at the school division office.
2. The Chief Financial Officer will ensure that records are kept secure, safe and protected against accidental destruction or loss.
3. The Chief Financial Officer will meet with IT each June to monitor and review the electronic file retention process.
4. The Chief Financial Officer will meet with the Principal each June to monitor and review the school-based file retention requirements and process.
5. The Chief Financial Officer will prepare in September a yearly disposal record for review and approval by the Board of Education.

Reference: Sections 85, 87, 109, 369 Education Act