

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	100 – GENERAL ADMINISTRATION	CODE:	AP 185.1
PROCEDURE:	RECORDS RETENTION AND DISPOSAL SCHEDULE		

1. ACCOUNTING AND FINANCE

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| 1.1. Accounts Payable | 7 years |
| Includes invoices, payment vouchers, related correspondence | |
| 1.2. Accounts Receivable | 7 years |
| Includes receipt records, invoices, vouchers, related correspondence, write-offs, lists of students (for tuition purposes), etc. | |
| 1.3. Annual Audited Financial Statements | Permanent |
| 1.4. Annual Audit Files (also known as Year End Files) | 3 years |
| Includes all supporting documentation for the audited financial statements | |
| 1.5. Audits and Compliance Review | 7 years |
| Includes auditor recommendations, reports | |
| 1.6. Banking | |
| 1.6.1. Bank Statements | 7 years |
| 1.6.2. Cancelled Cheques | 7 years |
| 1.6.3. Deposits | 7 years |
| 1.6.4. Records related to termination and establishment of bank accounts | 7 years |
| 1.6.5. Bank Reconciliations | 7 years |
| 1.7. Budget | 7 years |
| Includes all supporting documentation, requisitions, tax liability statements, tax abatements/reassessments, grant information, tax assessment, reassessment | |
| 1.8. Budget-related reports and budget generated reports | 3 years |
| 1.9. Charitable Organization Returns | 7 years |
| 1.10. Debentures and Loans | 7 years |
| Includes registers, coupons, Local Government Board authorizations | |
| | after final payment |
| 1.11. Financial Reports | 1 year |
| Includes monthly financial statements | |

1.12. Goods and Services Tax Returns	7 years
1.13. Investments	7 years after maturity
1.14. Ledgers/Journals	
1.14.1. Accounts Payable Journal	7 years
1.14.2. Accounts Receivable Journal	7 years
1.14.3. General Journal	7 years
1.14.4. General Ledger	Permanent
1.14.5. Payroll Journal/Register	Permanent
1.14.6. Fixed Asset Ledger	Permanent
1.14.7. Inventory Journal	7 years
includes supplies, parts, tires, etc. on hand	
1.15. Requisitions/Purchase Orders	3 years
1.16. Tenders	3 years
Includes tenders for materials, supplies, services, equipment, etc. Includes tender books (unsuccessful vs. successful).	

2. ADMINISTRATION

2.1. Agreements/Contracts	7 years
Includes agreements/contract for services, copyrights, licensing, etc.	after expiration/termination
2.2. Electronic Systems Operations	3 years after system superseded or obsolete
Includes system testing, reports, problems, incidents	
2.3. Electronic System Development	3 years after system superseded or obsolete
2.4. Insurance Policies	
2.4.1. Liability	Permanent
2.4.2. Property	Permanent
2.5. List of School District/Division Officials	3 years after term of office
2.6. Records and Files of the Director of Education	7 years
2.7. Records Disposal Documentation	Permanent
2.8. Records Management	3 years
Includes record inventories, filing keys, etc.	after superseded

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| 2.9. School Recognition | 7 years |
| Includes school closure documentation, grade discontinuance documentation | |

3. BUILDINGS AND PROPERTIES

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| 3.1. Capital Projects | 3 years |
| Includes architect drawings and specifications, building permits, government approvals, progress certificates, operations manuals and many related correspondence | |
| 3.2. Facility Management Reports | 3 years |
| Includes building inspections, playground inspections, public health inspections, rental (inspection) reports | |
| 3.3. Land Titles Documents and Records | 3 years after disposal of property or building |
| 3.4. Licenses and Permits | 3 years |
| Note: Building permits included in 3.1 | |
| 3.5. Tenancy Agreements | 3 years upon or termination/expiration of agreement |

4. ELECTIONS

This section is governed by Section 112 of The Local Government Election Act and Section 51 of the Education Act, 1995 (Please refer to the most current version of the legislation for updates)

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| 4.1. Ballot Box Contents: | 60 days |
| 4.1.1. Ballots | 60 days |
| 4.1.2. Declaration of Agent/Friend/Interpreter | 60 days |
| 4.1.3. Declaration of Polls | 60 days |
| 4.1.4. Deputy Returning Officer Statement of Results | 60 days |
| 4.1.5. Poll Books | 60 days |
| 4.1.6. Voters' Lists | 60 days |
| 4.1.7. Voters' Registration Forms | 60 days |
| 4.2. Election Records Disposal Affidavit | Permanent |
| 4.3. Nominations and Receipts | 60 days |
| 4.4. Oaths of Office | End of term of Office |
| 4.5. Poll Maps | 60 days |
| 4.6. Poll by Poll Election Results | 60 days |
| 4.7. Returning Officer's Summary of Results | Permanent |

5. HUMAN RESOURCES

5.1. Employee Files	
5.1.1. Contracts and Letters of Employment	7 years after termination of employment
5.1.2. Records of Experience	7 years after termination of employment
5.1.3. Performance Evaluations/Letters	7 years after termination of employment
5.2. Leave Requests and Approvals	3 years after termination of employment
5.3. Absenteeism/Leave Reports (Statistics, data)	3 years
5.4. Benefit Remittances	3 years
5.5. Employee Time Sheets	3 years
5.6. Payroll Electronic Transmission File	1 year
5.7. Payroll Input Forms	3 years
5.8. Pension Remittance Statements, STRP, TSC, Remittances	3 years
5.9. Payroll Related Monthly Reports	3 years
5.10. Prospective Employees' Resumes and Applications, Including interview notes	1 year
5.11. Records of Employment	7 years
5.12. Sick/Medical Documents	1 year unless Continuing condition
5.12.1. Benefits Plan Documentation	Supplemental Employment 1 year unless Continuing condition
5.13. Support Staff Salary Reconciliations	3 years
5.14. T4 and CCRA Remittance Statements	7 years
5.15. TD1 Forms	1 year
5.16. Union Dues, ICP Statements	3 years

6. LEGAL

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| 6.1. Litigation Files (including claims) | 3 years
after settlement |
| 6.2. Minister's Orders | Permanent |
| 6.3. Petitions | 3 years |

7. MINUTES, BYLAWS AND POLICIES

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| 7.1. Board Minutes and Bylaws | Permanent |
| 7.2. School Community Council Minutes | Permanent |
| 7.3. Policy Manuals
Includes board and administrative procedures and guidelines | 7 years
after amendment
or repeal |

8. REPORTS AND STATISTICS

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| 8.1. Board Reports
Includes any reports to the Board of Education | 3 years |
| 8.2. Committee Reports
Includes projects, proposals, committee reports and staff meeting records | 3 years |
| 8.3. Local Board Reports and Records | 3 years |
| 8.4. Occupational Health and Safety Documents
Includes occupational health and safety committee reports and
Recommendations | 7 years |
| 8.5. School Community Council Reports and Records | 3 years |
| 8.6. School Incident Report Form (insurance broker statistical report) | 1 year |
| 8.7. Statistics Canada | 1 year |

9. STUDENT RECORDS/CURRICULUM

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| 9.1. Cumulative Folders | |
| 9.1.1. Student Registration Forms | 3 years after student turns 22 |
| 9.1.2. Custody Documents | 3 years after student turns 22 |
| 9.1.3. Records of Pupils' Final Marks by Grade for K-9 | 3 years after student turns 22 |

9.1.4.	Records of Pupils' Final Marks by Grade for 10-12	3 years after student turns 22
	<i>Note: Grade 10-12 Final marks refers to copies retained by schools. Original records are forwarded to and retained by the Ministry of Education.</i>	
9.1.5.	Student Suspension Reports (exceeding 3 days)	3 years after student turns 22
9.1.6.	Threat Assessment Reports	3 years after student turns 22
9.1.7.	Education Psychologists' Reports	3 years after student turns 22
9.1.8.	Speech and Language Pathologists' Reports	3 years after student turns 22
9.1.9.	Student Achievement Test Results (including CTBS, CCAT, etc.)	3 years after student turns 22
9.2.	Counselors' Reports (stored separately by counselors)	3 years after student turns 22
9.3.	Locally Developed and Alternative Education Courses	3 years after the course is discontinued
9.4.	Student/Parent Lists	1 year
9.5.	Annual/Semester Student Attendance Records Summary (pdf file to be forwarded to the division at the end of June)	Permanent
9.6.	Teachers' Day Books Includes classroom timetables and administration records	1 year
9.7.	Extra-curricular Activities Schedules	1 year
9.8.	Youth Justice Records (legal documentation)	As required by Youth Justice Act
9.9.	Final Exams	1 year
9.10.	Field Trip Requests (including waivers)	1 year

10. TRANSPORTATION

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| 10.1. Bus Route Maps | 1 year |
| Includes student lists, check-off lists, etc. | |
| 10.2. Bus & Van Safety Inspection Reports | 3 years |
| Includes service logs and related documents | |

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