PRAIRIE SPIRIT
SCHOOL DIVISION

Administrative Procedures

AP-708	Date of implementation: Fall 2006
	Date of update: January 15, 2025
	Date of review: January 15, 2025
RECORDS	**Related Administrative Procedures:**
	AP-416 Student Records
	AP-508 Employee Records
	AP-519 Privacy

Background: The Board has a responsibility to maintain and safeguard appropriate records. Records should be managed to support effective decision-making and uphold accountability expectations.

Definitions:

Record – Information in any form and includes information that is written, photographed, recorded or stored in any manner, but does not include computer programs or other mechanisms that produce records.

Procedure:

1) Records Retention and Disposal

    Retention and disposal of records is to be in accordance with the directives of:

    a) *The Education Act, 1995*

    b) *The Local Government Election Act*

    c) *The Archives and Public Records Management Act*

    d) The duration of the retention of records and secure disposal will be as set out in Records Retention and Disposal Guides for Saskatchewan School Divisions.

    e) Records should be destroyed in the presence of a witness. The Retention and Disposal of School Division Files form (AP-416 Student Records) must be completed and filed.

    f) Secure disposal should follow the Government of Canada paper shredding standard Confidential (Class 1).

2) Access to Information

    Procedures in regard to access of information are to be in accordance with AP-519 Privacy.

3) Student Records

    Procedures in regard to student records, cumulative and permanent records are to be in accordance with AP-416 Student Records.

References

The Education Act, 1995

Local Authority Freedom of Information and Protection of Privacy Act

The Local Government Election Act

The Archives and Public Records Management Act

Records Retention and Disposal Guides for Saskatchewan School Divisions

Retention & Disposal of School Division Files Form

Government of Canada paper shredding standard

Prairie Spirit Shredding Guide (internal document)