

Administrative Procedures

<p>AP-708</p> <p>RECORDS</p>	<p>Date of implementation: Fall 2006</p> <p>Date of update: February 7, 2022</p>
	<p>Related Administrative Procedures:</p> <p>AP-416 Student Records</p> <p>AP-508 Employee Records</p> <p>AP-519 Privacy</p>

Background: The Board has a responsibility to maintain and safeguard appropriate records. Records are to be managed to facilitate decision making and expectations in regard to accountability.

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*](#)

[*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 \(internal document\)](#)