

Administrative Procedures

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

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*](#) (internal document)

[*Government of Canada paper shredding standard*](#)

[*Prairie Spirit Shredding Guide*](#) (internal document)