

	Lloydminster Catholic School Division – Administrative Procedures	
	AP 185 – Records Retention and Disposal	
Related LCSDF AP's		
Form(s)		
References:	The Education Act, 1995 85,87, 369 The Saskatchewan School Boards Association, Records Retention and Disposal Guide, September 2019	
Received by the Board: August, 2020		Update: August, 2020

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 Manager each June to monitor and review the electronic file retention process.
4. The Chief Financial Officer will meet with each Principal in 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.