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## RETENTION AND DISPOSAL OF DOCUMENTS

The District recognizes that the Retention of Records is subject to various government regulations.

### SCHEDULE OF RETENTION PERIODS

#### Board Records

<u>Subject</u>	<u>Minimum Retention Period</u>
Board Policy	Indefinite
Committee Reports	Indefinite
Board Minutes	Indefinite
Notice of Meetings	1 Year
Oaths and Declaration of Trustees	For Term of Office

#### Financial Records

##### Accounting

Accounts Payable and Receivable (Revenue A/C)	3 Years
Annual Budget and Supporting Documents	Indefinite
Auditor's Reports	Indefinite
Cancelled Cheques	6 Years
Cheque Duplicates	Until Cheque Paid
Debenture and By-law Register	Indefinite
Debenture and Coupons Redeemed	2 Years after Audit
Financial and Statistical Statements	Indefinite
Ledgers, Synoptics, Subsidiary Ledgers and Journals	Indefinite
Invoices Paid	3 Years or after Audit required by Law
Price Quotes and Relative Correspondence	1 Year
Receipts Issued	3 Years

##### Banking

Bank Statements	6 Years
Deposit books	6 Years
Loans - Authorization of	1 Year or Term of Loan
Cancelled Notes	6 Years
Stop Orders	1 Year

## Administrative Procedure 185 – Appendix



### Payroll and Personnel

All records and data relating to any employee (application, appointment, etc.)	7 Years after Termination
Payroll sheets	Indefinite
Records of Payroll, remittances (Garnishes, Superannuation, U.I.C., Income Tax)	3 Years
Salary Agreements	Indefinite
Time Cards	3 Years
T4 and Summary	3 Years
W.C.B. Claims	Indefinite

### Buildings and Property

Appraisal and Inventory Records	3 Years
Authorization for expenditure of Capital Funds	Indefinite
Buildings Plans and specifications (with related charges, guarantees, bonds, liens and correspondence)	Indefinite
Land Titles, Deeds and Plans	Indefinite
Mortgage and Leases	1 Year after Expiration of Term
Referenda data (subsequent changes, O.I.C.'s etc.)	Indefinite
Capital Expense Proposal Data (subsequent changes, O.I.C.'s, etc.)	Indefinite

### General Administration

Administrative Circulars	While in effect
Annual Reports - Public Schools of B. C.	Indefinite
General Correspondence	1 Year
Insurance - Accident Reports	1 Year or until Finalized
- Claims	Indefinite
- Policies	While in effect
- Information	While useful
Public Relations Data	While useful
Reports of Fire Marshall, Health Officer, W.C.B., Boiler Inspector, etc.	Indefinite
School Reports - Academic Reports	Indefinite
- Form B	1 Year
- Form F	1 Year
- Form H	1 Year
Transportation Data	While applicable

Reference: Sections 22, 23, 65, 85 School Act  
Document Disposal Act  
Freedom of Information and Protection of Privacy Act

## Administrative Procedure 185 – Appendix

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