



**POLICY
SUBJECT:**

**EGC
RECORDS MANAGEMENT
AND RETENTION**

APPROVAL DATE:

November 1, 2004

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1. GENERAL

- 1.1 In accordance with the Public Schools Act and the Regulations therein, the Winnipeg School Division shall collect and maintain information as defined in this policy. All such information shall be the property of the Winnipeg School Division.
- 1.2 The Winnipeg School Division recognizes the rights of staff, individual parents/guardians, students 18 years of age and older, and the public to have access to information in accordance with the policies of the Winnipeg School Division and the provisions of the Freedom of Information and Protection of Privacy Act, the Personal Health Information Act and the Public Schools Act.
- 1.3 The collection, use, protection, retention, disposition, and/or disclosure of information shall be in accordance with the provisions of the Freedom of Information and Protection of Privacy Act, the Personal Health Information Act, the Young Offenders Act, Policy JO Student Records and the Personal Information and Protection of Electronic Documents Act where applicable.
- 1.4 The Winnipeg School Division shall preserve the confidentiality of all personal information and personal health information in its possession in accordance with legislative requirements.

2. RECORDS MANAGEMENT

The Winnipeg School Division shall maintain school board, administrative, financial, personnel and student records and shall manage these records based on established procedures including information classification, maintenance, retention, retrieval, protection, preservation and systematic disposition.

3. DEFINITIONS

3.1 Records

- 3.1.1 Records shall be defined as any type of recorded information created or received by a school or administrative department regardless of physical form or characteristics.
- 3.1.2 Records include administrative files, personnel and student records in both paper and electronic formats, including photographs, maps, microfilms, audio/visual tapes/disks, and information maintained on a computer system. Working copies or drafts of documents are also considered records.
- 3.1.3 Records also include a copy of a record and a part of a record.

3.2 Permanent Records

Permanent records include any record which has been identified as having an enduring value. They may be of permanent significance to the School Division for their legal, physical, or administrative value.

Permanent Records may also be of historical and/or cultural importance to a wide range of people including former students, teachers, local historians, academics and the general public.



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3.3 Electronic Records

Electronic records shall be defined as information created, recorded, stored and/or manipulated in any digitized configuration on any electronic technology system or device including stand-alone and networked computers, mainframe computers, floppy disks, magnetic tapes, compact discs, email and voice mail messages, spreadsheets or database documents and digital media but excluding the computer program(s) and application(s) that were used to produce the electronic record(s).

3.4 Personal Information (FIPPA)

Personal Information as governed by the Freedom of Information and Protection of Privacy Act is defined as any recorded information about an identifiable individual including name, home address, telephone number, age, sex, sexual orientation, marital status, race, ethnic origin, religion, personal health information, blood type, political beliefs, education, employment, occupational history, income, financial position, criminal history, and identifying numbers or symbols assigned to the individual. Personal Information includes information collected and recorded through interviews, questionnaires, surveys, in writing, by audio/videotaping, using electronic or other media, photographs and notes. Personal information also includes opinions about the individual, or held by the individual unless they are about another person.

3.5 Personal Health Information (PHIA)

Personal Health Information as governed by the Personal Health Information Act (PHIA) is defined as any recorded information, including electronic information, about an identifiable individual relating to that person's health or health care history, the provision of health care to the individual, payment for health care provided to that individual, and the individual's Personal Health Information Number (PHIN).

3.6 Personal Information (PIPEDA)

3.6.1 The Personal Information and Protection of Electronic Documents Act (PIPEDA) is federal legislation that governs the collection, use and disclosure of personal information in the course of commercial activities.

3.6.2 Under PIPEDA, Personal Information is defined as information about an identifiable individual, but does not include the name, title, business address, or telephone number of an employee of an organization. Personal information is not limited to "recorded" information and can include verbal information.

3.6.3 Commercial activity means any particular transaction, act or conduct or any regular course of conduct that is of commercial character including the selling, bartering or leasing of donor, membership or other fundraising lists.



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3.7 Disposition

Disposition of a record means the transfer of a Division record to Division or Provincial archives, transfer to another education authority in accordance with Student Records Policy JO, or destruction of the record.

3.8 Destruction

Destruction of a record means the process of eliminating or deleting the record beyond any possible reconstruction.

3.9 Archives

Archives shall be defined as an in-house or external agency responsible for the protection of permanent records no longer required for operational purposes of the school division.

4. RESPONSIBILITIES

4.1 Chief Superintendent

The Chief Superintendent or designee is responsible for the ongoing management of Winnipeg School Division records. Responsibilities include the following:

- 4.1.1 notifying appropriate Division staff of the records management procedures and providing direction for the orderly retention and disposal of records;
- 4.1.2 providing orientation and ongoing training sessions for employees and agents about the policy and procedures;
- 4.1.3 establishing procedures for the transfer of permanent records to the designated archives;
- 4.1.4 maintaining control logs showing the disposal of all records;
- 4.1.5 ensuring that all records are disposed of in accordance with the retention period and disposal actions in the records schedule.

4.2 FIPPA Officer

- 4.2.1 In accordance with By-law No. 1065, the Secretary-Treasurer shall be assigned as the Access and Privacy Officer under the Freedom of Information and Protection of Privacy Act (FIPPA) and, as such, is responsible for the overall direction of access to information and protection of privacy functions within the Division, and for ensuring that the Division is collecting, using and disclosing personal information in accordance with the provisions of FIPPA.



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- 4.2.2 The Secretary-Treasurer shall be responsible for the maintenance and control of the corporate records of the School Division as required under the Public Schools Act.
- 4.2.3 The Secretary-Treasurer shall be responsible for conducting an audit of the Division's records management security safeguards at least every two years and for taking steps to correct any deficiencies identified as soon as practicable.
- 4.2.4 The Secretary-Treasurer shall be responsible for developing provisions for the recording of security breaches and establishing corrective procedures to address security breaches.
- 4.3 Superintendents of Schools, Department Directors, School Administrators and Building Managers shall be responsible for:
- 4.3.1 the implementation and ongoing administration of this policy in their department, school or building.
- 4.3.2 assigning responsibility for maintenance of files under their jurisdiction, including a file index for easy retrieval, retention, disposition, and destruction in accordance with Division policies.
- 4.3.3 taking reasonable precautions to protect Division records from fire, theft, vandalism, deterioration, accidental destruction or loss, or other hazards.
- 4.3.4 limiting use and disclosure of personal information and/or personal health information to the minimum amount necessary to those employees or agents who need to know the information to carry out the purpose for which the information was collected or received.
- 4.3.5 ensuring that personal information or personal health information provided to a provider of information technology services is protected by a written agreement covering such risks as unauthorized access, use, disclosure or destruction.
- 4.3.6 advising staff on an annual basis of their responsibilities for ensuring the accuracy and protection of Division records in their possession and the protection of privacy under Division policy and provincial and federal legislation.
- 4.4 FIPPA Coordinator

In accordance with By-law No. 1065, the Board Administrative Assistant shall be assigned as the Access and Privacy Coordinator under the Freedom of Information and Protection of Privacy Act (FIPPA) and is responsible for receiving applications for access to records, for the day-to-day administration of FIPPA and for providing assistance respecting the collection, correction, use, protection and disclosure of personal information.



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4.5 Privacy Officer

In accordance with the Personal Health Information Act, the Division shall designate a Privacy Officer whose responsibilities include dealing with requests from individuals who wish to examine and copy or to correct personal health information, and generally facilitating the Division's compliance with the Act.

4.6 Staff

4.6.1 Staff are responsible for the accuracy and safekeeping of Division records in their possession and for the confidentiality of personal and personal health information in accordance with Division policy and applicable legislation.

4.6.2 Staff with access to personal health information are responsible for signing a pledge of confidentiality that includes an acknowledgment that he or she is bound by the Division's policy and procedures regarding personal health information and is aware of the consequences of breaching them.

5. **RETENTION AND DISPOSITION OF RECORDS**

5.1 All Division records, including archived records, are to be maintained in an environmentally sound storage condition, serviced by knowledgeable staff, and made available to the public under access conditions determined by provincial legislation or school division policy.

5.2 Unless otherwise specified in Division policy, all Division records shall be retained for the minimum time period identified in the Manitoba Education, Citizenship and Youth *"Guidelines on the Retention and Disposal of School Division's/District's Records"*, before the records are either destroyed or transferred to archives for permanent preservation.

5.3 Student records shall be retained and disposed of in accordance with Board Policy JO - Student Records.

5.4 Personnel records shall be retained and disposed of in accordance with Board Policy GBL - Personnel Records.

5.5 All Division records shall be disposed of in accordance with the respective policy/procedure as soon as possible after the retention period has expired.

5.6 Record disposal shall be achieved either through the systematic and controlled destruction of records or the transfer of records to an archive in accordance with the respective policy/procedure.



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6. ACCESS TO DIVISION RECORDS

6.1 In accordance with the Freedom of Information and Protection of Privacy Act (FIPPA) the Division shall allow public access to information under certain conditions, shall allow individuals to access records concerning their own personal information and to make corrections to that information, and shall control the manner in which personal information is collected and protected.

In accordance with the Personal Health Information Act (PHIA) the Division shall allow individuals the right to examine and receive a copy of personal health information about themselves and to request corrections to that information, shall control the manner in which the personal health information is collected, and shall protect individuals against the unauthorized use, and/or disclosure of personal health information.

6.2 Access to Winnipeg School Division records shall be in accordance with the provisions of the Public Schools Act; the Education and Administration Act Miscellaneous Provision Regulations; the Freedom of Information and Protection of Privacy Act; the Personal Health Information Act; the Young Offenders Act, and Division Policy.

6.3 Access to student information shall be in accordance with Policy JO - Student Records.

6.4 Access to information on individual employees shall be in accordance with Policy GBL - Personnel Records.

6.5 In accordance with the Freedom of Information and Protection of Privacy Act (FIPPA), access will not be granted to records/notes of a quasi-judicial nature, teaching materials or research information, examination/tests questions, or other records excluded by other legislation.

6.6 Requests for access to information that includes personal information or business interests of third parties or information that has not been received by the Board of Trustees shall be referred to the FIPPA Coordinator.



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Regulations governing procedures and operations for the collection, release and disposal of Division records as determined by the Chief Superintendent.

1. Basic Division Records

Basic Division Records include:

- school board records
- administration records:
 - policies and procedures
 - office files
 - division and school reports
 - insurance records
 - accident reports
 - litigation records
 - safety records
 - workplace health and safety
- financial records
- human resources/personnel administration
- payroll records
- buildings and properties
- transportation
- school administration records
- student records

2. Maintenance and Disposal

- 2.1 Division records are to be reviewed annually and culled to remove undated or unsigned notes or documents and irrelevant information.
- 2.2 Division records are to be maintained and destroyed in accordance with the established retention and disposition schedule outlined in Exhibit EGC-E(1)
- 2.3 Division records including personal information and/or personal health information or of a legal or enduring value to the Division are to be maintained in a secure location that provides reasonable protection from risk of fire, theft, loss or misuse.
- 2.4 A log must be kept of all records that are destroyed, including whose personal and/or personal health information was destroyed, the time period to which the information relates, the method of destruction, and the persona responsible for supervising the destruction.
- 2.5 All records are to be destroyed by shredding under controlled and confidential conditions. The standard for shredding of confidential information is 3/8 inch.



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3. Use of Electronic Media

3.1 Electronic mail is considered a standard practice for the exchange of information on behalf of the Division.

3.2 Email Transmissions

Under normal circumstances email transmissions should not be used to transmit personal information about students or staff. If required, the use of email and/or email with any attachment(s) to transfer records must meet the following conditions:

- a) As far as possible the student or employee number rather than the person's name should be used.
- b) The email sender and receiver must have activated encryption of the email text and associated attachments. The sending and receiving of records via regular email is strictly prohibited.
- c) The following confidentiality statement must be included on all email transmissions:

"This message, including any attachment(s), is privileged and may contain confidential information intended only for the person(s) named above. Any other distribution, copy or disclosure is strictly prohibited. If you are not the intended recipient or have received this message in error, please notify the sender immediately by reply email and permanently delete the original transmission, including any attachments, without making a copy."

3.3 Email messages are to be retained and disposed of according to the retention management procedures dependent upon type of information included in the content of the email message. Routine administrative email messages are to be deleted at such time as it has been determined that the information is no longer required.

3.4 All other email messages should be printed and filed with attachments before deleting. Electronic messages may be retained on network servers for convenient reference but should not be considered an official record.

3.5 All electronic records must be backed up on a regular basis at appropriate time periods and in an appropriate manner to ensure that electronic records are always protected from accidental or deliberate loss.

Storage media deterioration and rapid technology changes can leave electronic records inaccessible over a period of time because of hardware or software obsolescence. All Division electronic records (personnel, student, financial) that require long-term retention must be retained in a manner that will ensure long-term availability and minimal deterioration.



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3.6 All computer or electronic storage devices including floppy disks, digital data storage devices (e.g. memory sticks), CD's, DVD's, video tapes and personal digital assistants (PDA) used to record personal and/or personal health information must be stored securely when not in use.

3.7 All files and data stored on any computer hardware or electronic storage device (personal computers, laptops, servers, digital data storage devices (e.g. memory sticks), and personal digital assistants (PDA)) must be permanently removed prior to the reuse of the equipment for another purpose within the Division, donation or disposal of the equipment.

3.8 All computer hardware or electronic storage devices including floppy disks, digital data storage devices (e.g. memory sticks), CD's, DVD's and video tapes identified as no longer required are to be destroyed.

3.9 Fax Transmissions

Under normal circumstances the fax machine should not be used to transmit personal information about students or staff. If required, all persons sending personal information via fax machine must include the following confidentiality statement on a fax cover sheet:

"This fax transmission is intended only for the named individual(s) or office noted above and may contain information that is private, confidential or legally privileged. Unauthorized individuals or entities are not permitted to access this information. Any dissemination, distribution or copying of this information is strictly prohibited. If you have received this fax transmission in error, please notify the sender immediately at the above mentioned telephone number."

3.10 Voice Mail

Under normal circumstances voice mail systems should not be used for the purposes of collecting, using, retaining, and disclosing personal information about students or staff. If required, the use of voice mail to transfer personal information/records must meet the following conditions to protect privacy and confidentiality of all students and staff:

- a) As far as possible, avoid leaving personal, sensitive or confidential information on voice mail systems.
- b) The transfer, distribution or disclosure of voice mail messages which contain personal information or records is strictly prohibited.
- c) Appropriate security measures must be in place prior to sending and/or receiving records or personal and confidential information using voice mail systems.

3.11 Voice mail messages are to be retained and disposed of according to the retention management procedures dependent upon the type of information included in the content of the voice mail message. Routine administrative voice mail messages are to be deleted at such time as it has been determined that the information is no longer required.



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3.12 Voice mail messages determined to be a record should have the message transcribed and appropriately filed before deleting.

3.13 There are no electronic or back-up copies of voice mail messages.

4. Access

4.1 Personal Information and/or Personal Health Information included in Division records/files are to be shared only with those employees who need to know the information in order to carry out their assigned duties as designated by the Division, the School Principal or the Department Head.

4.2 Personal Information and/or Personal health Information are not to be shared with any other third party without the consent of the individual the information is about or as provided for in legislation.

4.3 General information regarding the Division and its operation may be provided to the general public without a formal FIPPA application as long as the information is readily accessible.

5. Breaches of Security

The Secretary-Treasurer or designee will record any breaches of security and will implement corrective procedures to address any problem areas.



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SCHOOL DIVISION/DISTRICT
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1. SCHOOL BOARD RECORDS

Item	Description of Record	Retention	Disposition
1.1 1.1(a)	Notice of Meetings of the School Board Agenda & Attendance Material	1 year	Destroy
1.2	By-Laws	20 years	Archive
1.3	Legal Opinions	7 years	Archive
1.4	Minutes-School Board approved including all records accepted as part of minutes	10 years	Archive
1.5	Resolutions (if not recorded in minutes)	20 years	Archive
1.6	Disclosure of assets and interests	6 years	Destroy
1.7	Oath of Office for Trustees	Expiration of term	Destroy
1.8	Trustee Working Files - includes working papers, notes, correspondence, and other documents related to School Board matters	Expiration of term	Destroy
1.9	Verbatim recordings of Board proceedings , e.g. audio tape, videotape, or stenographer's notebook	4 months after transcription and/or approval of minutes of proceedings	Destroy



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2. SCHOOL DIVISION/DISTRICT RECORDS

2A Administration

<u>Item</u>	<u>Description of Record</u>	<u>Retention</u>	<u>Disposition</u>
2A.1	Administrative Policies, Procedures and Guidelines (including manuals)	Until superseded	Destroy
2A.2	Archives/Records Management (i) Records disposition documentation (ii) Inventory of non-current or inactive records in storage (iii) Records transfer list for archival records	10 years Until superseded Ongoing	Destroy Destroy Maintained indefinitely at Div/Dist level
2A.3	Board of Reference Awards Note: copies are stored permanently in the Education & Training School Division/District formation files	7 years	Destroy
2A.4	Office Files including correspondence, memos, reports, and other documents created or received by the School Division/ District except for records which are listed elsewhere on this schedule (i) General administrative and operational records of no continuing fiscal, legal or administrative value (ii) Significant policy or decision-making records of fiscal, legal, administrative or historical value	1 year 7 years	Destroy Archive
2A.5	Electronic systems documents - records necessary for retrieval of information retained in machine readable format, including use guide; internal memoranda; system or sub-system definition, flowchart or outline; list of index or programs and codes; detailed	Until superseded	Destroy



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Item	Description of Record	Retention	Disposition
2A.5 cont'd)	program description and documentation; job control or work flow records; system specifications; file specifications; input and output specifications and test data	until superceded	Destroy
2A.6	School Division/District Administrative Reports- Planning and implementation reports as required by Education & Training or for School Division/District initiated programs	5 years	Destroy
2A.7	School Administrative Reports	5 years	Destroy
2A.8	Curriculum Documents	Until superseded	Destroy
2A.9	Grant Records (i) Supporting documentation and reports for grants that have been awarded (ii) Supporting documentation for grant applications that have been rejected	7 years 1 year	Destroy Destroy
2A.10	Insurance records (i) Policies (ii) Claims including Workers' Compensation Board claims for staff (iii) Reports of theft, arson, vandalism, property damage or similar occurrences	Term plus 1 yr 3 years after resolution 7 years	Destroy Destroy Destroy
2A.11	Accident Reports i.e. students, staff and vehicles (but not including school buses)	7 years	Destroy



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<u>Item</u>	<u>Description of Record</u>	<u>Retention</u>	<u>Disposition</u>
2A.12	Litigation Records (i) Routine (ii) Significant, i.e., precedent setting	7 years after settlement, judgment, discontinuance or dismissal or 7 years after any minor involved attains age of majority 7 years	Destroy Archive
2A.13	Safety Records - fire, health, boiler, etc. including inspection records	3 years or until superseded	Destroy
2A.14	Workplace, Safety & Health Records (i) WHMIS (ii) All other records including training materials	30 years As per legislative requirements	Destroy Destroy



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2B Financial Management

Item	Description of Record	Retention	Disposition
2B.1	Accounts payable/receivable including requisitions, purchase orders, invoices, receipts and other source documents	7 years	Destroy
2B.2	Agreements i.e. purchasing/leasing, service and maintenance	Term plus 1 year	Destroy
2B.3	Bank statements and cancelled cheques	7 years	Destroy
2B.4	Budgets (i) Approved budget (ii) Final Working Papers	7 years 2 years	Destroy Destroy
2B.5	Debentures/Mortgages	Term plus 1 year	Destroy
2B.6	Deposit Books	7 years	Destroy
2B.7	Financial Statements (i) Monthly (ii) Annual Statement (iii) Annual Report of the Auditor	1 year 10 years 10 years	Destroy Archive Archive
2B.8	Investment Records	Term plus 1 year	Destroy
2B.9	Journals and Source Documents	10 years	Destroy <small>(cashbooks or journals predating 1967 to be transferred to Archives)</small>
2B.10	Ledgers (i) General (ii) Subledgers	10 years 10 years	Destroy Destroy
2B.11	Loans and Cancelled Notes	Term plus 1 year	Destroy
2B.12	Tenders and Quotes	3 years	Destroy



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2C Human Resources

Item	Description of Record	Retention	Disposition
2C.1	Payroll Deductions including garnishments, assignments, and attachments of employee salaries	7 years after superseding form is filed, or authorization expires or employment is terminated	Destroy
2C.2	Leaves - records of employee requests for and/or authorization given to employees to use sick, vacation, personal or other leave	7 years	Destroy
2C.3	Payroll administration records (includes T-4's, TD-1's)	7 years	Destroy
2C.4	Payroll registers	55 years	Destroy
2C.5	Arbitration Awards and Documentation	10 years	Destroy
2C.6	Collective Agreements	10 years	Archive
2C.7	Grievance Records	7 years after final decision	Destroy
2C.8	Applications for Employment, Competition and Hiring Records (i) Solicited - includes applications of unsuccessful candidates, competition records and other supporting documents (ii) Unsolicited	2 years 1 year	Destroy Destroy
2C.9	Personnel Administration (includes policy and procedures records, policy manual)	2 years or until superseded	Destroy
2C.10	Personnel Files i.e. application form, contract, evaluation report	20 years after termination	Destroy



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2D Building and Properties

Item	Description of Record	Retention	Disposition
2D.1	Capital Construction Files , including but not limited to bids, construction agreements, tender documents, specifications, contracts, performance guarantees, inspection reports, and environmental impact statements	Life of building plus 1 year	Destroy
2D.2	Certificate of Title	While applicable	Surrender as requested
2D.3	Engineering Reports	Life of building facility	Destroy
2D.4	Maintenance, repair, equipment installation records , including but not limited to request for service, workorder, record of work done, and summary or log of service performed	3 years	Destroy
2D.5	Plans, maps, designs, and surveys for buildings or other facilities owned by the School Division/District	Life of building/facility plus 1 year	Destroy
2D.6	Photographs	Life of building/facility plus 1 yr.	Archive *
2D.7	Property Inventory covering vehicles, machinery and equipment	6 years after replacement, sale, or discontinuance of use of all property listed	Destroy
	* Archives will make decisions, in conjunction with the School Division/District, on selection of images for permanent retention.		



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2E Transportation

<u>Item</u>	<u>Description of Record</u>	<u>Retention</u>	<u>Disposition</u>
2E.1	School Bus Accident Reports	7 years	Destroy
2E.2	Pupil Transportation System Reports (i) Education and Training System Reviews (ii) School Division/District Self-Evaluation Reviews	Until superseded 10 years	Destroy Destroy
2E.3	School Bus Fleet Records (i) School bus purchases and disposal records (ii) School bus lease agreements (iii) Contract school bus service agreements	1 year after disposition of bus or expiry of agreement 1 year after disposition of bus or expiry of agreement 1 year after disposition of bus or expiry of agreement	Destroy Destroy Destroy
2E.4	Ridership training and school bus evacuation records	2 years	Destroy
2E.5	School bus ridership lists or pupil transportation eligibility records for common carriers and contract buses, including names of students for each route	2 years	Destroy
2E.6	School bus route schedule or diagram, including location and times of stops	2 years	Destroy
2E.7	Transportation report – providing information for each trip, by each bus	2 years	Destroy
2E.8	Vehicle inspection, repair and maintenance record, including gasoline and oil consumption	1 year after disposition of bus	Destroy



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3. SCHOOL ADMINISTRATION RECORDS

<u>Item</u>	<u>Description of Record</u>	<u>Retention</u>	<u>Disposition</u>
3.1	Accident Reports not including school buses (Note: for copies sent to School Division/District office, see 2A.11)	3 years	Destroy
3.2	Budget	3 years	Destroy
3.3	Office Files including correspondence, memos, reports & other documents created or received by the school (except for records which are listed elsewhere on this schedule) (i) General administrative and operational records of no continuing fiscal, legal or administrative value (ii) Significant policy or decision-making records of fiscal, legal, administrative or historical value	1 year 3 years	Destroy Destroy
3.4	Crisis Response/Emergency Plans	3 years after superseded	Destroy
3.5	Inventory of supplies, equipment, textbooks, etc.	Until superseded	Destroy
3.6	Minutes i.e., staff, department, administrative, workplace safety and health. May also include copies of advisory/parent council and student council meetings	3 years	Destroy
3.7	School-Based Personnel Files	Term of employment	Transferred to Human Resources
3.8	School Accounts and Records	7 years	Destroy
3.9	School Administrative Reports , e.g. annual reports of the principal on enrolments, staffing, curriculum, facilities, school plan, etc.	5 years	Destroy
3.10	School Policies/Regulations	Until superseded	Destroy
3.11	Master Timetable , noting courses offered, teacher course allocations, enrollments	5 years	Destroy



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3. SCHOOL ADMINISTRATION RECORDS (continued)

Item	Description of Record	Retention	Disposition
3.12	School Curriculum (i) School Initiated Courses (ii) Student Initiated Projects (iii) Course Catalogues	3 years 3 years 5 years	Destroy Destroy Destroy
3.13	Course Records (i) Teachers' grade records, test sources and marking sheets (ii) Examination paper, master copy (iii) Examination answer papers	2 years 2 Years ½ year after course completion	Destroy Destroy Destroy
3.14	Locally Marked Provincial Standards Tests (i) Exam Administration Records (ii) Student Answer Sheets and Exam Booklets (iii) Scoring Documentation (iv) Education & Training Reports including Needs Assessment Survey and Audit Report	5 years 5 years 5 years 5 years	Destroy Destroy Destroy Destroy

Note: School Yearbooks should be held in school, School Division/District libraries



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4. STUDENT RECORDS

<u>Item</u>	<u>Description of Record</u>	<u>Retention</u>	<u>Disposition</u>
4.1	Academic Records – Senior 1 to 4 (Student Marks)	30 years	Destroy
4.2	Enrollment files including: (i) Daily attendance	20 years (registers up to 1967 to be transferred to Archives)	Destroy
	(ii) Annual enrollment (September)	7 years (registers up to 1967 to be transferred to Archives)	Destroy
	(iii) Monthly enrollment reports	7 years (registers up to 1967 to be transferred to Archives)	Destroy



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4. STUDENT RECORDS (continued)

Item	Description of Record	Retention	Disposition
4.3	<p>Pupil Files (Refer to Board Policy JO and/or the <i>Manitoba Pupil File Guidelines</i> for further information.) Note: School principals are required to forward a pupil's pupil file when the pupil transfers to another school</p> <p>(i) Cumulative file component (Transferable)</p> <p>(ii) Pupil support file component (Transferable)</p> <p>(iii) Child abuse notes/files</p> <p>(iv) Young offender file component (Not Transferable)</p>	<p>10 years after student ceases to attend a school operated by the Board IF the pupil file has not been transferred to another school</p> <p>10 years after student ceases to attend a school operated by the Board IF the pupil file has not been transferred to another school</p> <p>Retain at school for 2 years and then forward to Supt's Dept. to be retained for 28 years</p> <p>Retained until information is no longer required for the purpose for which it was established or until student transfers out of the school</p>	<p>Destroy after 30 years</p>



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THE WINNIPEG SCHOOL DIVISION

PLEDGE OF CONFIDENTIALITY

As an employee of The Winnipeg School Division, I acknowledge and understand that I may/will have access to personal records and information which may include personal health information (definitions on back) about others, including students, the confidentiality and protection of which is governed by the Freedom of Information and Protection of Privacy Act, the Personal Health Information Act, or any other applicable Acts.

I further acknowledge and understand that The Winnipeg School Division has established written policies and procedures containing provisions for the security of personal records and information in the Division's possession during its collection, use, disclosure, storage, and destruction; provisions for the recording of security breaches; and corrective measures to address security breaches.

I acknowledge that I am bound by the policies and procedures established by The Winnipeg School Division in accordance with these Acts and I am aware that a consequence of breaching these policies and/or procedures may be prosecution under these Acts and/or disciplinary action in accordance with Division policy.

Date signed

Signature

Print Name

Position (*superintendent, director, principal, teacher, teacher assistant, clerk, custodian, clinician, community liaison officer, etc.*)



EXHIBIT: EGC-E(2)
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Personal information is defined under FIPPA as recorded information about an identifiable individual including home address, telephone number, age, sex, sexual orientation, marital status, race, ethnic origin, religion, personal health information, blood type, fingerprints, political beliefs, education, employment, income, and/or criminal history, and identifying numbers or symbols. Personal information also includes opinions held by the individual unless they are about another individual.

Personal health information is defined as recorded information (including electronic formats) about an identifiable individual relating to that person's health or health care history, the provision of health care to the individual, or payment for health care provided to that individual, including the Personal Health Information Number.

(to be placed on back of form)