

Retention and Disposal

PASI (Provincial Approach to Student Information)

- The mandated digital student record that is housed in PASI is kept in accordance with the [Student Record Regulation](#). See the *2018 PASI Readiness Overview & Checklist (PASI)*
- [PASI readiness overview](#)
- [PASI digital student records FAQ](#)
- [PASI digital student records user roles](#)

PASI Retention and Disposal of Student Document

Retention and disposal policies, procedures and system functionality exist within PASI to support the digital student record and student documents. All policies developed for retention and disposal of student documents within PASI are in alignment with the Student Record Regulation and Government of Alberta Document Management policies. Should an organization wish to retain documents for a period longer than is prescribed in the Student Record Regulation, the organization is required to follow the outlined requirements within the Student Record Regulation to allow for this and should also implement their own policies, processes and procedures to manage student documents outside of PASI after the PASI retention period has passed.

Appendix 8.1.4 within the readiness checklist is available to provide you with additional Considerations.

Retention

- Digitization of records and creation of metadata represent a significant investment in terms of time and money. It is important to realize that the protection of these investments will require the active management of both the image files and the stored metadata through a prescribed retention policy.
- Digitized business records retain the retention schedule they had in their original format.
- The retention period outlined in the Student Record Regulation applies to both paper and digital records.

School and Authorities should have a process in place to dispose of digitized paper records. The recommended retention period is 30 days to allow the completion of quality assurance prior to disposing of digitized paper documents.

The Student Record Regulation outlines the retention period implemented by PASI and is outlined below:

Section 4 (1)

“... a board shall keep a student record... for 7 years after the student ceases to attend a school operated by the board or until the student record has been forwarded to another school... “

Section 4 (2)

“... If a student transfers from a school in Alberta to a school outside Alberta, the board that operates the school from which the student transfers shall keep the student record containing the information ...for 7 years after the date the student could be expected to have completed grade 12 if the student had not transferred from the school.”

There may be reasons why a school jurisdiction may choose to keep a student record longer than the requirements recommended in the Student Record Regulation.

- Refer to your school jurisdiction’s policies, admin procedures, retention schedule.
- Legislation: FOIP, Limitation Act,
- Desire to be able to provide former students with records for government supports ie AISH

If a school jurisdiction wants to maintain the digital student record longer than PASI does, they will need to have a plan to download the required document from PASI before they are disposed of.

Retention of paper copies

According to PASI Student Documents - Frequently Asked Questions #11, once a digital document is added to PASI, other electronic and paper copies should be destroyed within 30 days. (Note the PASI’s Steps to 2020 Digital Workflow say: ‘Destroy paper 30-90 days after Quality Assurance’). PASI will become single source for student records. These practices will minimize the existence of duplicate documents and reduce risks association to FOIP legislation when multiple documents exist.

Disposal

Disposal of student documents within PASI has also been aligned with the requirements outlined within the Student Record Regulation:

Section 5 (1)

“A board shall dispose of or destroy student records that are no longer required to be kept under section 4.”

Section 5 (2)

“Student records shall be disposed of or destroyed in a manner that maintains the confidentiality of the information in the record.”

Digital student documents that are housed in PASI will automatically be destroyed. Disposal within PASI is a permanent, complete disposal and physical deletion/erasure of digital documents once they pass their retention period.

Other documents

Schools create and keep a lot of information about students during their time in schools. Not all information goes into the Official Student Record. Jurisdictions need to develop a plan for handling the retention and disposition of these records. See Appendix A - Non OSR Student Information for a comprehensive list of student documents and how one jurisdiction handles them.

Other Platforms

Jurisdictions may have student information in other platforms besides PASI. Some examples are: PowerSchool, IRIS, Intellimedia, Dossier, Docushare, Laserfiche, etc. The information in PASI is considered the OFFICIAL student record.