



ASBOA

ASSOCIATION OF SCHOOL
BUSINESS OFFICIALS OF ALBERTA

RECORDS RETENTION PROJECT MODEL RETENTION SCHEDULE GUIDELINE

These documents provide practical suggestions with respect to records maintenance and privacy issues and are intended for use by Alberta School Jurisdictions for non-profit educational purposes only and may be used in their entirety subject to the following conditions: (1) modifications are to support Alberta school jurisdiction privacy and information management practices; (2) duplication is for an educational or implementation purpose in a not-for-profit institution; (3) copies are made available without charge beyond the cost of reproduction; and (4) ASBOA is acknowledged.

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Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Comments/Questions/Suggestions
AM	Administrative Management	The function of overseeing the administration of teams and units within the board and schools. Records supporting this function relate to administrative committees' decisions and meetings, and internal administrative support or services.						
AM-01	Associations/ Organizations	Includes reports, newsletters, publications, conference and workshop information and proceedings from organizations to which staff belong.	Originating Department	transitory		Operational value		
AM-02	Committees - Internal & External	Includes records of committees and councils on which staff members participate as members. Records include meeting minutes, notices, reports, recommendations and supporting documentation. Excludes School Councils SEE: CG-03 Excludes Corporate governance committees (trustee) - SEE: CG-03	Originating Department	E+3	E = committee is dissolved.	Operational value		
AM-03-01	Meetings – Internal	Records include agendas, minutes, reports and resolutions from meetings involving staff. Excludes governance committees (e.g., admin. council, exec. council, etc.). SEE: CG-03	Originating Department	short	E=Aug. 31	Operational value Not specified 222		
AM-03-02	Meetings – Senior Management	Includes records regarding Senior Management Team Meetings, such as the Chief Superintendent, Directors, Principals, and Vice Principals. Includes minutes, agendas, records of decision, terms of reference, and supporting documents. Excludes governance committees (e.g., admin. council, exec. council, etc.). SEE: CG-03	Originating Department	short	E=Aug. 31	Operational value Not specified 183, 222		

Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Comments/Questions/Suggestions
AM-04	Forms Inventory	Includes records regarding masters/originals of blank hard copy and electronic forms history used by the jurisdiction.	Originating Department	transitory	E=Until obsolete or superseded	Operational value		
AM-05	Service Requisitions and Reports: Internal Services	Includes records relating to translation, audio visual services, duplicating/ printing services and mail/courier services, requisitions and memos for services, confirmations and service logs/reports, correspondence, reports, etc. Excludes work order for Facilities Maintenance SEE: FM-09 series	Originating Department	short	E=Aug. 31	Operational value		
CG	Corporate Governance	The function of governing boards/schools and exercising legal authority and control. The corporate governance structure specifies the distribution of rights and responsibilities among different participants in boards/schools, such as the board and staff, and spells out the rules and procedures for making decisions on its affairs. Includes resolutions, bylaws, policies and procedures, charters, board meeting administration, and strategic planning						
CG-01	Articles of Incorporation, By-laws and Constitution	Includes records related to the operation of the school board and capture details about the legal entity.	Corporate Office	E+2	E = Dissolution of the corporation	Archival		
CG-02	Program Administration	Includes records related to district-wide and/or area program oversight and administration of programs that do not belong to a specific function. Excludes: Educational Programs, Community Programs, Health and Safety Programs, etc. SEE applicable function series.	Originating Department	E + 3	E=Aug. 31	Operational Value Archival		
CG-03-01	Committees - General	Includes routine committee work such as: school standing, ad hoc committees, directors' steering, standing, and advisory committees, and task forces. Examples include the Employee Assistance Program advisory committee; and Special Education advisory committee. Records include-agendas, minutes, reports, and supporting documentation.	Originating	short	E=Aug. 31	Operational value	PIB	



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CG-03-02	Committees of the Board	Committees consisting of trustees, created by the board for a specific purpose. Includes agenda, minutes, resolutions, terms of reference, meeting briefs and supporting documentation.	Corporate Office	E + 2	. E=Aug. 31	170, 183 Archival	PIB	
CG-03-03	Committees – External Board	Includes records of external committees and councils on which board members sit. Records include agendas, reports, resolutions and any documentation which reflects obligations of the board.	Originating	long	E=Aug. 31	Operational value	PIB	(legal recommendation that these be kept for same period as CG-02 and CG-04)
CG-04	School Councils	Includes records of the school council; agendas, minutes, terms of reference, and supporting documentation. Excludes Parent societies/associations/advisory committees. These are separate entities from the board.	School Council/Corporate Office	E+7	E=Aug. 31	Operational Value 180 Archival		These records are copy sets, but may be kept to ensure continuity of school councils. (Archives would prefer originals)
CG-05	Guidelines, Policies and Directives: External	Includes documentation about initiatives and guidelines provided by Alberta Education. Records include memoranda, directives, and correspondence such as Alberta Education Guidelines and Ministry Policy/Program Memoranda.	Corporate Secretary Office	short	E=Superseded or obsolete	Operational Value Not Specified 170		
CG-06-01	Guidelines, Policies and Directives – Board Approved	Includes records relating to the development and approval of board and school operating practices, activities, and policies that apply district-wide that have been approved by the Board. Includes best practices, guidelines, procedures, handbooks and standards approved by the Board.	Corporate Office	E + 2	E= Once obsolete or superseded. Core records may have archival value.	Operational Value. Not specified 170, 180 Archival		
CG-06-02	Guidelines, Policies and Directives - Administrative	Includes records regarding directives approved by the Superintendent of Schools referencing internal controls. Records may also include regulations and procedure manuals, guidelines and directives, and all other procedures established by departments and programs.	Corporate Office	E + 2	E= Until obsolete or superseded.	Not specified 170, 202 Archival		
CG-07	Intergovernmental Reporting and Communication	Includes correspondence and reports between the board and various levels of government such as the municipality, provincial ministries, etc. Also includes correspondence and information on other school boards.	Originating	long	E=Aug. 31	Operational value.		Some correspondence may have long term value.



Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Comments/Questions/Suggestions
CG-08	Organization Structure	Includes records regarding reporting relationships, organization structure, organization analysis, etc. for both schools and school board. Includes organizational charts and school profiles.	Corporate Office	Short	E=Aug. 31	Operational Value Archival		
CG-09	Trustee Management	Includes elections information, personal information, directories and news items regarding the trustees. Also includes trustees' distribution and orientation information	Corporate office	E+2	E = expiry of term of office.	Not specified 170	PIB	
CG-10	Elections	Includes records of elections procedures and information. NOTE: Ballot boxes are to be kept sealed for 6 weeks following the election (Section 101 of the LAEA). Nomination papers are kept for the term of the office (Section 28(5) of the LAEA).	Corporate office	medium	E= until obsolete or superseded.	Operational Value. 230		
CG-11	Information Requests from Trustees	Includes information collected in response to specific requests from trustees. Includes Ad hoc requests for information, speaking notes, parent complaints.	Corporate office	E+3	E = trustee's term of office	Operational Value		E=Aug. 31
CG-12	Complaints	Includes records related to complaints about the board and/or school and its activities. Includes correspondence, investigations, findings and related reports regarding resolution. Also includes complaints retained by area offices on schools.	Originating Department	E+1	E = Date complaint resolved	74 Archival		
CP	Community Programs and Services	The function of offering programs and services to the community through school and board and school authority facilities. Generally refers to programs that are not part of day school.			Examples: Night school and summer programs, international hosting and services to the community including day care and safety awareness.			
CP-01	Volunteer Programs	Includes records volunteer programs such as recruitment workshops, annual receptions and volunteer activities in schools.	Originating Department	Short	E=Aug. 31	Operational Value		
CP-02	Community Programs and Services	Includes records on the administration of specific programs, program reviews and reports of the activities of community liaison officers.	Originating Department	E+1	E = After the program has ended	Operational Value		



Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Comments/Questions/Suggestions
CP-03	Community Programs: Continuing Education	Includes objectives, lesson units, principal reports, program reviews, teaching materials and related records used in continuing education programs (such as heritage awareness, second language, multicultural, seniors programs). Excludes: Student records pertaining to these programs. SEE: SI-11	Originating Department	short	E=Until program obsolete or superseded	Operational Value		
CP-04	Community Programs: Driver Education	Includes program outlines and correspondence concerning education in the safe operation of motor vehicles	Originating Department	E+1	E=Until program obsolete or superseded	Operational Value		
CP-05	Community Programs: Parks and Recreation	includes correspondence and records of programs such as swimming and fitness made available through municipal Parks and Recreation or the YMCA/YWCA	Originating Department	short	E=Until program obsolete or superseded	Operational Value		
EP	Educational Programs	The function of applying curriculum guidelines and designing education programs for students. Records include but are not limited to proposals, correspondence, lesson plans, and course outlines.						
EP-01	Development and Design	Includes proposals, correspondence and curriculum development materials.	Originating Department	E+5	E=Until program obsolete or superseded	15, 20,	*	If individual copyright applies, refer to citation 15
EP-02	Planning and Curriculum Guidelines	Includes directives, guidelines and proposals for new curriculum programs. Includes meeting notes and reports, material regarding comparisons with programs in other school boards. Includes program review reports and other valuations of specific programs in the curriculum. (e.g., junior/senior kindergarten, French immersion).	Originating Department	E+5	E=Until program obsolete or superseded	Operational value		
EP-03	Outline, Courses of Study	Includes outlines of available programs and courses of study. Excludes: Home Schooling SEE: EP-05	School/ Originating Department	medium	E=Aug. 31	Operational value		
EP-04	Library Management/ Learning Commons	Includes records related to board and school library/learning commons operations. Records include collection inventories, correspondence, acquisition and disposal planning and strategies, and other records related to library holdings and operations.	School/ Originating Department	short	E=Aug. 31	Operational Value	PIB	



Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Comments/Questions/Suggestions
EP-05	Optional or Alternate	Records include information on the development, administration, and management of programs such as home schooling, Registered Apprenticeship Program (RAP), work experience, languages, FMNI, religious instruction, etc. Excludes: Student records. SEE: SI-06	Originating Department	long	E=Aug. 31	Operational Value.		Note: retention of records for specific programs may be affected by legislations pertaining directly to that program.
EP-06	Locally Developed Courses	Includes proposals, correspondence and curriculum development materials.	Originating Department	E+5	E = Termination of the program.	15, 20		If individual copyright applies, refer to citation 15
FA	Finance and Accounting	The function of managing board and school financial and accounting resources. Includes establishing and operating and maintaining accounting (payables, receivables, revenue) systems, controls and procedures, financial planning, reporting, preparing budgets and budget submissions, and the monitoring and analysis of capital assets. Records include but are not limited to accounts payable and receivable, budgets, audits, benefits accounting, expense payments, financial reporting, fixed asset management and all matters regarding the allocation and control of funds.						
FA-01	Accounts Payable	Includes records documenting funds payable such as legal fees, trustee and employee expenses, procurement credit card (P-Card) payment, vendor transaction listings, payment vouchers, cheque requisitions, gas, hydro and phone bills, petty cash disbursements and supporting documentation.	Finance	7	E=Aug. 31	36, 42, 71	PIB	
FA-02	Accounts Receivable	Records related to the accounting for money owed to schools and boards. Records include invoices, cash receipts, correspondence, cash lists and statements of account	Finance	7	E=Aug. 31	36, 42, 71	PIB	
FA-03	Audits - Financial	Includes records regarding internal and external financial audits of accounts. Also includes records regarding tax audits of Goods and Services Tax (GST) conducted by the Federal Government and other external auditors and internal auditors, such as working papers, audit reports and post audit correspondence. Excludes: Non-financial Audits	Finance	10	E=Aug. 31	36, 42		



Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Comments/Questions/Suggestions
FA-04	Banking and Cash Management	Includes records regarding banking transactions and relationships with banks. Includes bank statements, bank reconciliations, deposit records, cancelled cheques, cheque stubs and money order rates	Finance	7	E=Aug. 31	36, 42, 71, 222		
FA-05	Budgets	Includes records pertaining to departmental and board budgets, both capital and operating and supporting documentation.	Originating Dept.	7	E=Aug. 31	Operational Value		Alberta Education requirements
FA-06	Capital Projects: Financing	Includes records relating to the financing of capital projects. Includes quarterly reports, working papers, building monthly costs, capital payment vouchers, approvals, costing, capital expenditure forecasts and correspondence with architects and contractors.	Finance	E+7	E = Aug 31 of the year of project's completion.	36, 42, 71, 202		
FA-07	Capital Revenue	Includes records related to capital revenue from sale of property and rental income from leased premises and other sources	Finance	E+7	E = Aug 31 of the completion of sale	36, 42, 71, 146		
FA-08	Cost Allocations	Includes records relating to allocation of tuition and other costs between school boards/authorities, correspondence, reports and related supporting documentation.	Finance	7	E=Aug. 31	Operational Value		
FA-09	Financial Forecasts and Reports	Includes records relating to general ledger (GL) balancing, including GL reports, variance reports, yearly schedule, and variance report changes, financial and economic planning and analysis of various financial issues such as revenue analysis, tax, GST, planning and analysis and related correspondence.	Finance	7	E=Aug. 31	36, 42, 65, 71		
FA-10-01	Financial Statements – Final	Includes records regarding the final, signed, Board approved year-end financial statements and final statements.	Finance	P	E=Aug. 31	42, 71, 180 Archival		
FA-10-02	Financial Statements - Working/Backup Documentation	Includes records associated with the development of financial statements.	Finance	7	E=Aug. 31	42, 180		
FA-11	Funding	Includes records related to funding from both government and other sources. Excludes: Agreements and Contracts SEE: LE Series Excludes Fees and Fundraising: SEE FA-12 and FA-13	Originating	7	E=Aug. 31	42, 71, 90,		



Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Comments/Questions/Suggestions
FA-12	Fees	Includes records regarding fee collection and fund raising by schools and/or district such as school fees, fee collection and supporting documentation (may also include funds allocated to or raised by the student council) Excludes: Agreements and Contracts SEE: LE Series Excludes Funding and Fundraising: FA-11 and FA-13	Originating	7	E=Aug. 31	42, 71, 90		
FA-13	Fundraising: Charitable Organizations	Includes records regarding the raising of funds for charitable organizations (completed contribution forms, promotional materials and reports) Excludes Funding and Fees: SEE FA-11 and FA-12	Originating	7	E=Aug. 31	90		
FA-14-01	Inventory Control: Capital Asset	Records relating to capital assets valued over \$5000 that will have depreciating value, including asset listings, depreciation details, asset transfer information, and details of extraordinary entries.	Finance	E+10	E = Aug 31 of year of disposal of asset	71, 202		
FA-14-02	Inventory Control: Non-capital Assets	Records relating to non-fixed assets valued under \$5000, including inventories of board-/authority-owned equipment. Excludes hazardous materials SDS sheets SEE: HS-04	Originating	7	E=Aug. 31	71, 202		
FA-15	Investments	Includes records regarding the board's investments, term deposits and promissory notes, investment portfolios, pooling, adjustments, status reports, performance reports, investment tickets and supporting documentation, and records regarding debentures and bonds issued (initial issuance of the debenture or bond and records of payments made to investors).	Finance	E+7	E = Aug 31 of year investment matures	42, 71		
FA-16	Journal Vouchers and Journal Entries	Includes completed journal voucher forms, input forms, and all background documentation used to substantiate journal entries.	Finance	7	E=Aug. 31	65		
FA-17-01	General Ledgers	is a collection of all the assets, liability, owner's equity, revenue and expense accounts of the organization	Finance	P*	E=Aug. 31	42		* Government of Alberta Administrative Records Disposition Authority (ARDA) only requires a retention period of 10 years for General Ledgers (0740.01)
FA-17-02	Subsidiary Ledgers, Registers and Journals	Includes all subsidiary ledgers, registers and journals such as payment and receipt journals, payroll registers, purchase order registers, and year-end adjustments.	Finance	7	E= Once obsolete or superseded.	202		NOTE: Payroll registers may be kept longer for operational value.



Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Comments/Questions/Suggestions
FA-18	Enrolment Reporting	Includes all counts and projections documenting enrolments of students in the school system and statistical reports required by Alberta Education as part of the funding process for the preparation of educational statistics.	Finance	7	E=Aug. 31	Operational Value		Note: There is no specified retention period for these reports. The current retention period is based on the need to support other financial data.
FA-19	Pension Contributions/ Support	Includes contribution cards detailing pension and benefits obligations due to retired employees and other annuity or superannuation plans (TPP). Includes payroll records required to determine and verify pension payments	Finance	E+6	E = from the end of the year in respect of which those records and books of account are kept	3, 74, 190, 202, 217		
FA-20	Purchasing	Includes records regarding the purchase of goods and services; purchase requisitions, purchase orders, requests for proposal, requests for quotations, specifications, invitations to tender, proposals, tender submissions, bid and performance bonds, and all documentation regarding the selection process.	Finance Facilities	7	E=Aug. 31	36, 42, 65, 71		
FA-21	Tax Returns	Records relating to federal and provincial tax returns, property and goods and services taxes, charity information returns, assessments, receipts, details and supporting documentation.	Finance	10	E=Aug. 31	42, 65, 71, 90,		E=Aug. 31
FM	Facilities Management	The function of managing and maintaining board and school authority buildings and facilities and supporting capital initiatives and building improvements. Records include maintenance and operations reports, requests and logs, environmental testing of facilities, equipment maintenance and testing, facilities planning and improvements, capital and non-capital projects, inspection reports, and records relating to property acquisition and disposition, building and office renovations, security, and property management relationships						
FM-01	Building and Site Approvals	Includes documentation such as site plan approvals, building permits and reports pertaining to the approval of building plans by the municipality, Fire Marshal's Office, Ministry of Education, Ministry of Health, and other government bodies	Facilities	E+10	E = Disposal of property	Operational value Legal Value 146, 169 Archival		



Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Comments/Questions/Suggestions
FM-02-01	Inspection and Testing Logs and Reports	<p>Includes all documentation to support the inspection and testing of buildings, equipment, physical plant and property. Records include logs, inspection reports, year-end reports, equipment lists and locations. Includes elevator logs, boilers and pressure systems, sanding and salting logs, certificates of inspection, deficiency lists, inspection sheets, condition analysis and reports. Also includes inspections of major systems, playground equipment inspections logs, chemical treatment log, playground inspections, physical education equipment inspections, technical program equipment, etc.</p> <p>Excludes: Emergency power systems inspections and testing, fire extinguisher testing, fire protection systems testing. SEE: FM-02-02 Excludes: Health and Safety logs and inspection reports SEE: HS-02 Series Excludes: Air Quality Reports SEE: HS-07</p>	Facilities	6	E=Aug. 31	120, 122, 163, 164, 202		
FM-02-02	Inspections Logs and Reports: Fire Protection Systems and Emergency Power Systems	Includes records regarding the inspection and testing of emergency power systems, fire extinguishers and fire protection systems.	Facilities	E+1	E = superseded or obsolete	Operational Value		
FM-03	Site Specific Projects	<p>Records regarding renovations / restorations and repair to existing board owned facilities, such as reports and studies, inspection and remedial repair work reports, condition survey, design notes, technical specifications, copies of purchase orders, copies of contract documents, progress meetings, and deficiency reports, project review and final drawings and reports.</p> <p>Excludes: Original purchase orders SEE: FA-20 Excludes: Original contract documents SEE: LE Series</p>	Facilities	E + 10	E = Aug 31 of year of Disposal of property	146, 202 Archival		Consider separating records by disposition - i.e. Should routine records be such as meeting notes, purchase orders, etc. be with a different disposition?
FM-04	Infrastructure, Maintenance and Renewal Projects (IMR)	Includes project records regarding building improvements and supporting documents specific to additions, renovations, and alterations to schools and buildings. Records include drawings, project plans, specifications, meeting minutes, project updates, budgets, etc.	Facilities	E + 10	E = Aug 31 of year of Disposal of property	146, 202 Archival		



Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Comments/Questions/Suggestions
FM-05	Facilities - Capital Projects	Records regarding renovations / restorations and repair to existing board owned facilities, such as reports and studies, inspection and remedial repair work reports, condition survey, design notes, technical specifications, copies of purchase orders, copies of contract documents, progress meetings, and deficiency reports, project review and final drawings and reports. Excludes: Original purchase orders SEE: FA-20 Excludes: Original contract documents SEE: LE Series	Facilities	E + 10	E = Aug 31 of year of Disposal of property	146, 202 Archival		
FM-06	Drawings and Specifications	Includes technical specifications for a project or property, e.g., mechanical, electrical and structural. Includes building and fire code requirements and architect's instructions. Includes all drawings and plans of schools and offices, such as master drawings and floor plans, site plans, aerial plans, and plans for additions and alterations.	Facilities	E + 10	E = Aug 31 of year of Disposal of property	146, 202 Archival		
FM-07	Facilities Planning	Includes records regarding the allocation of classroom and workspace to staff and students. Records include correspondence, proposed student enrolment studies and reports, facilities use plans, facilities designs and layouts, furniture layouts, etc.	Facilities	Short	E=Aug. 31	Operational Value		
FM-08	Land Surveys	Includes land survey information such as legal property surveys, construction layout and control surveys, and field notes.	Facilities	E + 10	E = Disposal of property	146 Archival		
FM-09-01	Maintenance and Operations – General	Includes records regarding maintenance of Board owned facilities, such as maintenance and repair requirements and arrangements, service work orders and schedules. Excludes: Fixed Asset maintenance and operations SEE: FM-09-02	Facilities	short	E=Aug. 31	Operational Value		
FM-09-02	Maintenance and Operations: Buildings/ Physical Plant and Equipment	Includes records related to support the maintenance and operations of buildings, physical plant and equipment. Includes office equipment, work orders for fixed assets and supporting documentation.	Facilities	short	E=Aug. 31	Operational Value Not specified 163, 202		Include inspection certificates
FM-09-03	Maintenance and Operations: Grounds	Maintenance requisitions, work orders, logs and reports showing action taken re grounds keeping, snow clearance, and cleaning.	Facilities	short	E=Aug. 31	Operational Value		



Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Comments/Questions/Suggestions
FM-09-04	Maintenance and Operations: Pesticides	Maintenance requisitions, work orders, logs and reports on pesticide application.	Facilities	5	E=Aug. 31	159*		See citation information – legislation only applies under certain circumstances
FM-10	Facility Bookings	Records of bookings issued by the board for the use of school property.	Originating dept.	short	E=Aug. 31	Not specified 169, 146 Operational Value		
FM-11	Physical Security	Includes records regarding the security of office and school facilities and properties, including transportation, such as control of keys, trespassing, surveillance reports, sign in and sign out logs, etc.	Originating dept./Facilities	medium	E=Aug. 31	Operational Value	PIB	
HR	Human Resources	The function of managing all employees within the organization in accordance with policies and procedures. Records include but are not limited to personnel records, employee collective agreements, employee information (including medical information), and conditions of work, overtime, salary rates, pensions, benefits, payroll records, grievances, performance evaluations and recruitment.						
HR-01	Attendance – Employee	Includes records regarding the management of employee attendance, absences (leaves and sabbaticals) and vacations. Records include details about vacation schedules, hours of work, absenteeism reports and related reports from electronic systems. Excludes: Individual employee time management SEE: HR-02	Human Resources	3	E=Aug. 31	106	PIB	
HR-02	Payroll Administration – Time Management	Generated by employee-entered information in Payroll system. Includes: Records regarding allocation and distribution of labour, such as timesheets, Employee Attendance records cards, vacation / lieu time requests, overtime banked, statutory holidays banked, time, relief pay, daily pay sheets, sickness and accident (S&A), off/on duty report payroll adjustment, time input forms (overtime paid, stand-by, relief authorizations, car allowance claims, shift change, time sheets, statutory holiday paid) wage paid / holiday advance requests, Electronic timesheets (E-timesheets) and supporting documentation. Excludes: Administration of attendance SEE: HR-01	Human Resources	7	E=Aug. 31	36, 71, 74, 106, 202	PIB	This function may appear in Finance Administration or Human Resources



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HR-03	Criminal Records/ Vulnerable Sector Checks	Includes records listing any criminal code convictions (police clearances) that have not been pardoned for all existing and new employees and service providers that come into direct contact with students on a regular basis.	Human Resources	E +2	E = termination of employment.	Operational Value. Not specified 249	PIB	
HR-04	Criminal Offence Declarations	Annual offence declarations, signed by the employee/service provider, which lists all criminal code convictions registered since the date of the last offence declaration.	Human Resources	short	E= obsolete or superseded.	Operational Value 249	PIB	
HR-05	Staff Listings and Reports	Includes all report listings concerning staff, e.g., staff directories, seniority lists, retirement lists and lists of supply teachers. Excludes: Emergency Call Out Lists SEE: HS-05	Human Resources	short	Until superseded.	Operational Value. Not specified Archival – staff list	PIB	Board could consider keeping a separate staff list that could be kept for archival purposes
HR-06	Benefits Administration - General	Includes records regarding the administration of benefits generally, not shown elsewhere in this series. Records may include brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered to employees such as group insurance, dental plans, employee assistance program. Excludes: Individual Employee Benefit SEE: HR-07-01	Human Resources	E + 2	E = contract lapses or records are superseded	Operational Value		
HR-07-01	Employee Records – Master	Includes records regarding the employment history of the board employees. Includes initial resume and application, internal applications, benefit enrollment forms, salary calculation forms, change advice, employee master record cards, certification of level placement, probationary contract, key tasks, and employee verification forms. Excludes: Employee Payroll Records: SEE HR-07-02	Human Resources	E + 10	E = termination of employment.	3, 36, 74, , 106, 119, 125, 170, 202, 216, 217	PIB	There are no legal reasons to keep records longer than 10 years past termination of the employee, however the Federal Retention Guidelines is 80 years from the employee's date of birth or 5 years past last date of employment, whichever is longer.
HR-07-02	Employee Records – Payroll	Includes records regarding individual employee payroll information, such as TD1s, log books, direct deposit authorizations, car allowance, and business travel forms and supporting documentation.	Human Resources	7	E= Aug 31	74, 202	PIB	
HR-07-03	Employee Records – Performance Management	Includes records regarding employees' performance, such as reviews by supervisors, performance development process forms, commendations, disciplinary, performance and non-medical counselling notes and supporting documentation.	Human Resources	short	.	Operational Value Not specified 170, 202	PIB	These records could be consolidated into the HR-07-01 Employee Records Master



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HR-07-04	Employee Records – Training	Includes records regarding employee training supported by the district, including conferences and seminars, and certifications / accreditation that an employee or a subcontractor must possess in order to successfully fulfill the position requirements.	Human Resource	E + 3	E = Termination of employment	Operational Value.	PIB	
HR-08	Employee Surveys	Includes surveys and research conducted on board staff regarding issues and planning that affect them	Human Resource	short	E=Aug 31	Operational Value	PIB	
HR-09	Job Descriptions	Includes job descriptions and specifications as well as background information used in their preparation or amendment and positions of responsibility.	Human Resource	E+ 2	E = Until obsolete or superseded	Operational Value		
HR-10-01	Labour Relations - Negotiations and Agreements	Includes records regarding the administration and interpretation of the board's collective agreements and includes seniority lists, implementation plans, records related to collective bargaining, e.g., final offers, memoranda of settlement, mediations, arbitrations used in preparation for bargaining. Also includes relationship and contact with management exempt staff associations and supporting documentation Excludes actual collective agreements. See LE-05-03	Human Resource	E + 5	E = Date collective agreement expires.	106, 141,	PIB	
HR-10-02	Labour Relations - Grievances and Arbitration	Includes records regarding grievances filed by employees, such as evaluation reports, notifications, correspondence with unions concerning grievance initiators, and legal opinions. NOTE: Service Units to forward all grievance material to Human Resources upon settlement of the grievance.	Human Resource	E + 5	E = Settlement of the grievance/arbitration, or expiration of the appeal.	74	PIB	
HR-10-03	Labour Relations: Union Certification	Includes original documents concerning the certification of Labour unions.	Human Resource	E + 1	E = Until dissolution of the union.	141		
HR-11	Pension Administration	Includes records regarding the administration of pensions such as plan documents, deduction registers, and prior service summary reports, records of decisions, annual/tri-annual evaluations, remittances and reconciliations. Also includes records regarding pension policy decisions. Excludes: Employee specific pension information SEE: HR-07 Series	HR	E+10	E = Final payout of the pension or date pension records are transferred to pension authority (e.g. LAPP or ATRF)	3, 71, 106, 217		
HR-12	Training Program Records	Includes Records regarding various internal and external training and education programs offered to employees. Excludes: Specific employee records pertaining to training SEE: HR-07-04	Human Resources/Originating Department	medium	E=Aug 31	Operational Value.		



Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Comments/Questions/Suggestions
HR-13	Recruitment and Hiring	Includes records regarding the administration of a specific competition such as requisitions, copies of advertisements, evaluation criteria, career fairs records and blank interview guides. Excludes: Specific Resumes and Job Applications SEE: HR-14	Human Resources	short	E=Completion of competition	Operational Value		
HR-14	Resumes and Job Applications	Records include applications, resumes and applicant evaluations to support recruitment in the school and school board. Excludes resumes of candidates selected to be interviewed. NOTE: Shred unsolicited resumes on receipt	HR	short	E=competition completed or date of receipt of resume/application if unsolicited	Operational Value	PIB	Resume is transferred to employee file upon hiring.
HR-15	Salary Administration	Includes records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, salary surveys and schedules, salary increments, service pay and substitution pay.	HR	Short	E = Until obsolete or superseded	Operational Value. 36, 71, 74, 106, 106, 202		
HR-16	Staff Awards, Recognition and Honours	Includes records relating to special recognition and awards presented to staff.	HR	short	Historical value Subject to inclusion in the employee record	Operational Value	PIB	
HR-17	Volunteers	Records include volunteer registration, guidelines, correspondence, criminal record and vulnerable sector checks, offense declarations, confidentiality agreements, technology use agreements and drivers' abstracts.	Schools	short	Retention should consider the procedures in place for volunteer management.	Operational Value	PIB	
HS	Health and Safety	The function of promoting health and safety, and encouraging attitudes and methods that will lead to improved wellness in the jurisdiction.						
HS-01	Health and Safety Programs	Includes: Records regarding the development, objectives and administration of safety programs, program audits, guidelines and compliance and statistics.	Health & Safety	short	E=Aug 31	Operational Value. Not specified 202		
HS-02-01	Health and Safety - Audits and Inspections	Includes records regarding health and safety audits and inspections.	Health & Safety or Originating	3	E=Aug. 31 of audit and all deficiencies rectified	202 http://work.alberta.ca/occupational-health-safety/cor-maintain-or-renew-a-certificate.html	PIB	Note: Depending on the nature of the incident, records may have legal value



Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Comments/Questions/Suggestions
HS-02-02	Health and Safety - Inspection Reports	Includes records of inspections carried out in accordance with the Occupational Health and Safety Act.	Health and Safety	3	E=Aug. 31 of inspection and all deficiencies corrected	106, 122, 202 225	PIB	Special circumstances might affect the retention of some inspections (e.g., fire code inspections, or machinery inspections, or playground inspections.)
HS-03	Health and Safety - Incident Reports:	Includes completed forms reporting an incident. Excludes Individual student and employee medical health records (personally identifiable records) See: HR and ST series	Health & Safety or Originating	3	E =Aug. 31 of incident report	65, 71, 136, 202	PIB	Incident reports relating to a WCB claim may be retained with WCB in LE-04
HS-04	Health and Safety - Safety Data Sheets	Includes safety data sheets (SDS) as created and issued by the manufacturer. Note: Safety data sheets are not records of the board, however every location that uses the material must have access to a data sheet, as required by OH&S Act.	Facilities	short	E=superseded or obsolete	Operational Value. Not specified 202		The "name" of Material Safety Data Sheets (MSDS) has formally changed to Safety Data Sheets (SDS).
HS-05	Emergency Plans	Includes records regarding emergencies and related plans to support the board and school in case of fire or other emergencies. I.e. business continuity plans, call lists, supplier/vendor contacts, and related reports.	School/ Facilities/ Health and Safety	E+2	E=offence	120, 122	PIB	
HS-06	Designated Substances and Hazardous Materials Management	Includes records related to the monitoring, management and disposal of chemical, biological or physical agents or substances.	Facilities/ Health and Safety	E+2	E=date of offence	120, 122, 202		
HS-07	Air Quality, Asbestos/Mold removal and containment	Includes records regarding renovation or removal projects on jurisdiction owned facilities containing asbestos/mold. Records include clearance documentation, regarding the removal of asbestos, air quality testing, asbestos removal consulting and removal report, asbestos audit testing, industrial waste receipt and supporting documentation.	Facilities/ Health and Safety	E+12	E = Disposal of property	OHSC Section 26 Limitations Act C L-15.1 s3		
IM	Information Management	The function of applying and managing information and communications technology to support the business needs of the organization to capture, store, retrieve, transfer, communicate and disseminate information. Includes planning, determining requirements, developing, acquiring, modifying and evaluating information and systems to house information such as applications and databases. Also includes the systematic management of information and the appropriate decommission of systems and disposition of information						



Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Comments/Questions/Suggestions
IM-01	Archives	Includes records regarding schools and service units that have transferred records to the Archives; archival donations from external sources; and artifacts and cultural properties from the Board of Trustee's Office. Documentation includes information regarding the records received, accession and de-accession records / registers, organizational updates, box contents listings, donor forms, and supporting documentation	Records Management	E+3 months	E = Expiration of time limited by s. 33.1 for appeal	20	PIB	E = Expiration of time limited by s. 33.1 for appeal
IM-02-01	Records Management Administration	Also includes records regarding the development, maintenance, and updating of records management program system documentation. May include records regarding the administration of the records management system such as inventory, lists, location and warehouse information, vendor contact and supplies information, scheduling and supporting documentation. Excludes Records Management Disposition Authorizations: SEE IM-02-03 Excludes: Records Management Retention Schedules: SEE IM-02-04	Records Management	short	E=Superseded or obsolete	Operational Value 146		
IM-02-02	Records Management – Transfer and Retrieval	Includes records regarding the transfer of custody and control of records from service units and schools to the records management system or to other jurisdictions. Records include: transmittals, requests for retrieval/return of records. Also includes student request /authorization and supporting documentation.	Records Management	medium	E=Aug 31	Not specified	PIB	
IM-02-03	Records Management – Disposition Authorization	Includes records regarding authorization of records disposition, as well as requests to suspend disposition (holds). Includes original signed disposition forms and accompanying transmittals; documentation accounting for officially missing records; hold authorizations; attachments and supporting documentation.	Records Management	long	E= Dissolution of organization	Not specified	PIB	Note: Disposition authorizations could be considered permanent documents. Copies are retained indefinitely in the service unit/school to aid retrieval.
IM-02-04	Records Management – Retention Schedules	Records include all histories and versions of approved system documentation.	Records Management	long	E = Until obsolete or superseded	Not specified		Note: Retention schedule policies are historical records and could be considered permanent documents
IM-03-01	Freedom of Information and Protection of Privacy – (FOIP) Requests and Replies	Includes records regarding requests for information under the Province's legislation, such as applications, correspondence and copies of material released	Legal	E + 5	E = Once request is closed	Operational Value 125	PIB	Government of Alberta applies a 5 year retention based on request met and Commissioner's findings



Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Comments/Questions/Suggestions
IM-03-02	Freedom of Information and Protection of Privacy (FOIP) – Personal Information Banks (PIB's)	Includes records regarding directories of personal information banks (PIB's) and supporting documentation. A personal information bank lists the type of personal information held by a public body. A personal information bank does not provide direct access to an individual's records.	Legal	E+1	E = Until obsolete or superseded	Operational Value 125	PIB	
IM 03 03	Disclosure of personal information under FOIP Act	Includes records documenting disclosures of personal information to authorized personnel i.e.) social workers, law official investigating	School site Legal	E +1	E= disclosure	125*		* 246 & 250 may apply under certain circumstances.
IM-03-04	Freedom of Information and Protection of Privacy (FOIP) - Privacy Impact Assessments (PIA's)	Includes records regarding completed privacy impact assessments (PIA) and related documentation.	Legal	E + 3	E = Until obsolete or superseded	Operational Value 125		
IM-03-05	Freedom of Information and Protection of Privacy (FOIP) - Statistics	Includes records regarding statistical reporting of Freedom of Information and Protection of Privacy requests to the Province	Legal	short	E=Aug. 31	Operational Value	PIB	
IM-03-06	Freedom of Information and Protection of Privacy (FOIP) - Investigations	Includes: Records regarding documents and reports concerning investigation of privacy breaches.	Legal	E+7	E = Once final report is completed	Operational Value	PIB	
IM-04	Research and Statistical Analysis	Includes records regarding copies of research papers and background data and analysis relevant to the administrative functions of the district. Also includes records regarding the analysis of data, such as reports, opinions, position papers, studies, and supporting documentation. Excludes: Research and Planning on issues regarding schools/board SEE: RP Series	Originating	E + 5	E = Research complete	Operational Value, 127		
IM-05-01	Information Technology - Helpdesk	Includes records regarding the performance of typical daily helpdesk functions for the district. Records include helpdesk submissions background documentation submitted by the user, scripts used by the helpdesk to respond to inquiries. NOTE: Records may be escalated to IM -05-02	Information Technology Services	E + 1	E = Until obsolete or superseded/Ticket resolved	Operational Value		



Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Comments/Questions/Suggestions
IM-05-02	information Technology – Maintenance and Support	Includes records regarding system maintenance and support, such as change requests, system statistics, information and reports, hardware / software checks and testing. Also includes software upgrades, problem management and database change requests. e excludes: IT helpdesk functions See: IM-05-01	Information Technology Service	E + 3	E = Life of System	Operational Value		
IM-05-03	information Technology – Functional, Technical Specifications	Includes records regarding systems development functional and technical specifications and requirements, such as background requests, requirement definitions, studies, surveys, stakeholder engagement information and business cases used to design/develop software/hardware specifications. Also includes acceptance/compatibility criteria, modeling, final specifications and supporting documentation	Information Technology Services	E + 3	E = Life of System	Operational Value		
IM-05-04	Information Technology – Installation and Implementation	Includes records regarding system installation / implementation, such as data conversion plans, copies of agreements with third parties, mapping information and implementation plans.	Information Technology Services	E + 3	E = Life of System	Operational Value		
IM-05-05	Information Technology – Backup Tapes	Backup tapes are considered transitory records until they are required in the event of a disaster or the district is required to access for data recovery.	Information Technology Services	E + 1	E = Data tape is full or taken out of rotation	Operational Value		
IM-05-06	Information Technology – Plan	Includes records regarding the comprehensive framework used to manage and align an organization's Information Technology (IT) assets, operations, and projects with its operational characteristics, defining how information technology will support the district's operations.	Information Technology Services	E+9	E = Until obsolete or superseded	Operational Value		
IM-05-07	information Technology – System, Server, Network Monitoring	Includes records regarding the management and monitoring of system / server network environment, such as performance statistics, configurations, performance benchmarks, job scheduling, installations, etc.	information Technology Services	short	E=Aug 31	Operational Value		
IM-05-08	Information Technology - Information Security	Includes records pertaining to the protection of information and information systems from unauthorized access, use, infection from viruses, disclosure, disruption, modification, perusal, inspection, recording or destruction in accordance with confidentiality, integrity and availability requirements. Excludes: physical security SEE: FM-11	Information Technology Services	short	E=Superseded or obsolete	Operational Value		



Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Comments/Questions/Suggestions
IM-05-09	Information Systems - Architecture	Records relating to the design of computer systems and/or software, including needs assessments, business cases, project charter, process flowchart documentation, impact analysis, user and system requirements, specifications, testing plans and results, user sign-offs, project management meeting minutes/documentation, system development documentation, software design records, and software inspection notes. Also includes records on system installations/conversions and product evaluations. May also include requests for significant modification, fixes and upgrades	Information Technology Services	E+2	E=Aug 31	Operational Value		
IM-06	Access Control and Password Records	Records related to the management of and access to programs. Includes individual access, password management, etc.	Information Technology Service	E+1	E = Termination of employee.	Operational Value		
IM-07	Telecommunications Systems	Records relating to the management, maintenance and use of telecommunications including landline and wireless mobile devices and equipment. Includes system documentation, configuration details and services provided	Information Technology Services	E + 3	E=Aug. 31	Operational Value		
IM-08-01	Web Administration – Web Management	Includes: Web management and operations records that provide context related to the site such as administrative and technical records necessary for or produced during the management of a web site.	Information Technology Services	E + 3	E=Superseded or obsolete	Operational Value		
IM-08-02	Web Administration – Web Structure	Includes records that provide structure to the web site including site maps that show the directory structure into which content pages are organized, software configurations used to operate the site and establish its look and feel including server environment configurations and specifications and supporting documentation	Information Technology Services	E + 3	E = Life of web site	Operational Value		
IM-08-03	Web Administration – Web Content	Includes records regarding web content records such as the content pages that compose the site, inclusive of HTML markup, records generated when a user interacts with a site, lists of the URLs referenced by the site's hyperlinks and supporting documentation. Documents posted on websites are for publication only and are considered transitory	Originating	E+1	E = Until obsolete or superseded	Operational Value	PIB	



Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Comments/Questions/Suggestions
LE	Legal	The function of addressing legal issues relating to the operations of the board and schools. Records include, but are not limited to, claims and litigation files, appeals and hearings, contracts and agreements entered into on behalf of the board and schools, deeds and titles relating to properties, harassments incidents, etc.			Boards may wish to establish a longer retention for compliance.			
LE-01	Accident/ Incident Claims and Reports	Includes reports related to student/employee accidents that occur on board and school authority property, schools and the administration offices or on school trips. Records include claims, communications, investigations, reports, administration of first aid and action taken as a result of the accident Excludes: claims/ litigations, WCB claims/ reports SEE: LE-04	Originating location or corporate office keeps student accidents; all others kept at corporate office	E+10	E = date of incident or report and all action taken.	202	PIB	See note 1
LE-03	Appeals/ Hearings	Includes records of hearings conducted with regard to issues that affect the school or school board. Records include correspondence, reports, discovery findings, hearing proceedings and final decisions	Corporate/Le gal	E+5	E = Last action taken that advances claim.	161, 170, 202	PIB	
LE-04	Claims/ Litigation	Includes all liability claims and litigation against or entered into by the boards/authorities and schools. Records include reports, correspondence, investigations, WCB claims, etc.	Corporate/Le gal	E+5	E = Last action taken that advances claim.		PIB	Note: Section 3.1 of the Limitations Act, R.S.A. 2000, c. L-12 provides there is no limitation period applicable to claims involving sexual assault or sexual misconduct, including if the person with the claim was a minor
LE-05-01	Contracts and Agreements - General	Correspondence and information related to contracts and agreements.	Originating Department or Corporate/ Legal	E + 7	E = contract lapses		PIB	Legal recommendation: 7 years after contract is completed
LE—05-02	Contracts and Agreements - Employee	Includes records regarding employee related contracts, such as employment contracts, retirement agreements, etc. which may also contain memos and affidavits of execution and supporting documentation	Human Resources	E + 7	E = contract lapses		PIB	Legal recommendation: 7 years after contract is completed
LE-05-03	Contracts and Agreements – Educational	Includes records regarding educational related agreements, such as cooperative education agreements, work experience agreements. Excludes: agreements related to employment SEE: LE-05-02 Excludes: agreements related to land SEE: LE-10 series	Corporate/ Legal	E + 7	E = contract lapses		PIB	Legal recommendation: 7 years after contract is completed
LE-06	Deeds and Titles	Includes original deeds to any board owned property.	Corporate/ Legal	E + 10	E = disposal of property	144, 146 Archival		Legal recommendation



Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Comments/Questions/Suggestions
LE-07	Insurance Policies	Includes records regarding liability insurance policies held by board such as copies of insurance certificates / policy documents and supporting documentation. Also includes records relating to policies to cover loss or damage to property or premises and cover staff and general public against injury or death resulting from accidents on school/ board premises or occurring during employment. Excludes: insurance claims and accident reports SEE: LE-01	Corporate/ Legal	E +2	E = Expiry Date of Policy	202		
LE-08	Legal Opinions/ Precedents	Records relating to legal opinions and precedents about legal issues identified by the school/board. Records include case law, correspondence, reports, and findings/opinions provided to requestor	Corporate/ Legal	E + 5	E=superseded or obsolete	Operational value		
LE-09	Policing Arrangements	Includes correspondence between schools and police departments regarding extra duty officers, police visits to schools, and related items.	Originating Department	medium	E=Aug. 31	Operational value		
LE-10-01	Property - Acquisition and Sale	Includes land purchase agreements, development agreements, property appraisals, valuations and quotes concerning land owned by the board and school authority or under consideration for purchase. Also includes plans, correspondence, reports and backup documentation relating to the acquisition or sale of lands.	Corporate/ Legal	E+10	E = disposal of property.	144, 146 Archival		
LE-10-02	Property - Occupancy	Includes: Records regarding lease and rental agreements and contracts for land, buildings or property, residential or commercial, by and to the board, such as signed leases, surveys, tenant information, schedules and receipts of payment and supporting documentation	Corporate/ Legal	E+6	E=expiry date of contract/agreement and all conditions met	144	PIB	
LE-11	Property Damage/ Trespassing Reports	Includes reports and general correspondence regarding property damage, theft or loss. Also includes vandalism reports, copies of repair invoices, monthly and annual summaries. (jurisdictions may choose to have separate series/retention periods for minor vandalism vs. major vandalism)	Originating Department	E + 12	E = Claim first knew injury occurred, attributable to defendant that warrants bringing proceeding) E= Claim arose; and other conditions	146	PIB	
LE-13	Unclaimed Personal Property	Document of disposition regarding unclaimed property	Originating	E +10	E-disposition of property to minister	247		



Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Comments/Questions/Suggestions
LE-14	Canada's Anti-Spam Law (CASL)	<p>Good record-keeping practices may help businesses establish a due diligence defence in the event of complaints to the Commission against the business. Consider Maintaining hard copy and/or electronic records of the following:</p> <ul style="list-style-type: none"> • your commercial electronic message policies and procedures; • all unsubscribe requests and actions; • all evidence of express consent (e.g. audio recordings or forms) by consumers who agree to be contacted via a commercial electronic message; • commercial electronic message recipient consent logs; • commercial electronic message scripts; and • actioning unsubscribe requests for commercial electronic messages. 	Originating	medium	E = date of unsubscribe, last email of subscription or complaint or investigation	Operational value 248		Record of consent must be kept as long as contact may continue - which may be difficult to know. If you want to purge the record of consents more often, you would like require collection of them more often too.
LE-12	Incidents - Discrimination and Harassment	<p>Includes records of incidents involving staff and students, incident reports, investigations, and correspondence regarding these issues.</p> <p>Excludes: appeals/hearings SEE: LE-03</p>	Originating Department	E+10	E=Aug. 31 of report and all actions concluded. 10 years	170, 193	PIB	
CO	Communication	The function of promoting and marketing board and school programs and services. Records in this function include board and school communication and press releases, speeches, websites, public relations activities, events and news releases; materials relating to marketing research, publications and reports.						
CO-01	Advertisements	<p>Includes publications, artwork and copies of advertisements placed by the board or schools.</p> <p>Excludes: advertisements for job postings. SEE HR-13</p>	Originating Department	Short	E=Aug 31	Operational Value		
CO-02	Appreciation and Commendation	<p>Includes general commendations, certificates of appreciation and petitions received from the general public and parents.</p> <p>Excludes: records relating to specific employees or student records SEE: HR and SI series</p>	Originating Department	Short	E=Aug 31	Operational Value		



Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Comments/Questions/Suggestions
CO-03	Communiqués	Includes memos, brochures, correspondence and related information about programs and activities sponsored by the board or by schools.	Originating Department	Short	E=Aug 31	Operational Value		
CO-04	Memos, Special Events, Presentations, Ceremonies and Celebrations	includes speeches, memos, notices, correspondence with parents and others, programs and all related materials pertinent to events sponsored by the board or by schools (e.g., parents' night, school opening ceremonies, reunions, community engagement etc.). Records include program schedules, correspondence, brochures, and event activity details.	Originating Department	Short	E=Aug 31	Operational value	PIB	
CO-05	Media Kits, Communications and News Releases	Includes records regarding board relations with the various media. Includes press releases, marketing and information releases, speeches, photographs, correspondence, etc.	Originating Department	Short	E=Aug 31	Operational Value		
CO-06	Memorabilia and Branding	Includes school/board memorabilia, collectibles and other historical items that reflect the individual nature of the schools, such as informal school/board and school authority histories, logos and crests, songs, etc.	Schools / Originating Department	E+1	E = Aug 31	Operational Value Archival		
CO-07	Press Clippings	includes reports from newspapers, magazines, websites and other publications regarding the board and school authority, school, staff, students and trustees	Originating Department	Short	E=Aug 31	Operational Value		
CO-08	Publications	Includes records for publications such as yearbooks, handbooks, marketing materials, calendars, annual reports, brochures, newsletters, and other promotional materials.	Originating Department	E+2	E=Aug. 31	Not specified 180 Operational Value Archival	PIB	
CO-09	Communications Projects - originating from the district	Information that is prepared by communications on behalf of the board.	Originating Department	Short	E=Aug. 31	Operational Value		Records may be retained for longer period for historical purposes.
CO-10	Communication about the district	Information that comes from external sources pertaining to the board.	Originating Department	Short	E=Aug. 31	Operational Value		Records may be retained for longer period for historical purposes.
RP	Research and Planning	The function of undertaking research and planning to support the ongoing operations of the school and board. Records include but are not limited to research surveys, studies and reports which address issues such as school boundaries, student demographics, municipal planning and statistics used to support Ministry funding requests.			Final reports may be retained longer and/or in applicable department.			



Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Comments/Questions/Suggestions
RP-01	Research and Planning - School Enrolments	Includes records regarding planning and development issues within the municipality that may have implications on enrolments within the school system. Includes subdivision plans, official plan amendments, population reports, and traffic studies.	Originating Department	Short	E=Aug. 31	Operational Value Archival		
RP-02	Research and Planning: Student Demographics	Includes aggregate reports profiling the characteristics of the student population, such as age, grade, promotion, and country of birth, religion, and other trend data.	Originating Department	E+ medium	E = Aug 31	Operational Value Archival		
RP-03	Research and Planning - School Boundaries	Includes information relevant to the establishment of school boundaries for purposes of enrolment and facility use. Includes boundary descriptions, school attendance areas and maps.	Originating Department	LONG	E = Until obsolete or superseded	Operational Value		
RP-04	Research and Planning - School System	Includes records relating to internal and external research. Records include applications, surveys and research reports undertaken to capture information about school system issues; student evaluation and scoring systems and student backgrounds; school and career selection; external research, applications, surveys and research reports.	Originating Department	E+1	E = Until obsolete or superseded	Operational Value Archival		
RP-05	Research and Planning – External Requests	Includes external applications to conduct research from sources such as universities, graduate students, and foundations, and their final reports	Originating Department	E+1	E =Aug 31	Operational Value		
RP-06	Research and Planning - Educational and Curriculum Planning	Includes all strategic and operational planning documents, and mandates, related correspondence, background and reference information, records of any research conducted into curriculum or program development, such as questionnaires, interest surveys and independent research studies.	Originating Department	short	E=Aug. 31	Operational Value Archival		
SI	Student Information	The function of providing students with programs and services in accordance with the School Act. Records cover such areas as admissions, transfers and withdrawals, Student Records, guidance and counseling, assessments, consent/permission forms for special activities and programs, and extra-curriculum programs and participation.						
SI-01	Bursaries and Awards	Includes supporting documentation regarding bursaries and awards presented to students at commencement or graduation. Financial records regarding awards should be retained in appropriate record series in Finance. SEE FA series.	School/ Originating Department	Long	E =Aug 31	Operational Value	PIB	



Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Comments/Questions/Suggestions
SI-02	Preliminary Assessment/ Accommodation	Includes records used prior to a formal assessment, if required. Records may include anecdotal notes, accommodations and interventions used prior to formal assessments and supporting documentation.	School	Short	E=Aug. 31	Operational Value	PIB	
SI-03	Case Files: Counseling	Includes case files of students who are referred for counseling. Records include referrals, reports, and case notes, authorization and counseling working documents, testing and test keys and supporting documentation. Not to be kept as part of the Student Record.	School Counselors/ Originating Department	E + 1	E=retirement or transfer of student	Not specified 170, 184	PIB	
SI-04	Specialized Assessment - Working Notes	Includes case files referencing students referred for a specialized assessment which may include but is not limited to psychological, learning, speech language, occupational, physical therapy, vision, hearing assessments, testing protocols, authorizations and supporting documentation. Final reports resulting from assessments are placed in the Student Record file.	School/ Originating Department	E+10	E=date student turns 18	Operational Value	PIB	Case files are maintained in accordance with health care professional guidelines
SI-05	Student Transfer Administration	Includes all office index cards, binders and student transfer logs that administer the transfer of students in and out of individual school. These contain personal information, as well as retirement/transfer information on individual students, which is available for immediate access and as backup information. This may be retained electronically if a hard copy can be readily produced.	School	E + 3	Store with the Student Record files of students who have moved/transferred E= School year transfer date	184	PIB	
SI-06	Student Records	Includes all information affecting the decisions made about the education of a student. Includes records specified in the Student Record Regulation. This is a provincial record that may be transferred to another board within Alberta as per the Student Record Regulation. If the student leaves the province the records is copied and the copy set is transferred out of province.		E + 27	E= Date of Birth	136, 170, 184, 185*, 246	PIB	Note: Schools employing school psychologists should be aware that psychologists are governed by the Health Professions Act and may have to extend the retentions of those applicable records. *CULL FILE: Suspension or expulsion = retain responsive records 3 years from date of incident then Destroy Note: Alberta Education has custody and control of Provincial standardized test results. (SB may want to make this a sub folder)



Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Comments/Questions/Suggestions
SI-07	Programs: Co-operative Education	Includes correspondence with potential employers, surveys, and monthly monitoring teacher reports, statistics and other records of co-operative education programs. Also includes dual-credit, apprenticeship programs. Excludes: Work Education Agreements SEE: LE-05-03 Excludes: Educational program administration and planning documents. SEE EP Series.	School/Originating Department	3	E=Aug. 31	120, 233	PIB	
SI-08-01	Student Activity Administration	Includes records regarding the administration of student exchanges, off site activity, field trips and arrangements for special events related to specific activities, such as concerts, festivals, track meets, facility tours, tournaments, art or essay contests, and science fairs. Records include correspondence, plans, schedules, etc. Excludes: consent forms SEE: SI-08-02	School	2	E=Aug. 31	236		Records may be retained for longer periods if deemed to be of historical value OR if the activity is deemed "high-risk."
SI-08-02	Student Activity Participation	Includes requests, consent/permission forms, acknowledgement of risk, correspondence and reports regarding school field trips and on and off site activities, consent for working in school laboratories (labs) such as science labs. Also includes reports relating to the student(s) involved in student exchanges. Excludes: information on international students and host families SEE SI-12 series	School	2	E=Aug. 31	236	PIB	Subject to select inclusion in the ST-11 series dependent on the trip Records may be retained for longer periods if the activity is deemed "high-risk."
SI-09	Registers: Student Enrolment and Attendance	Includes registers and reports concerning the enrolment/attendance of students, recording of daily attendance, and daily absence reports. Also includes class registers for non-school system programs such as continuing education, driver education and heritage language programs.	School Principal	E+2	E=Aug. 31	Operational value	PIB	
SI-10	Student Marks	Includes information on students' courses completed, marks received and mark verification sheets, and teacher mark books. Also includes electronic records. Excludes: report cards SEE: SI-06	School Teaching	E+2	E = Verification in SIS(Student Info system)	180	PIB	Note: Student marks are included in the ST-11 series as part of report card. E = on closing school, forward record for student to new school or minister if school unknown
SI-11	Mature Student Records: Continuing Education	Includes student appraisals, marks and other student-centered records for continuing education courses.	School		E = Date of completed school attendance	172, 177, 184	PIB	Subject to inclusion in the Student Record ST-11



Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Comments/Questions/Suggestions
SI-12-01	International Students	Includes records pertaining to out of country students applying to attend schools. Records may include applications for admission, correspondence between the student's family and the International Bureau (Global Learning). May include copies of Government of Canada Embassy information, copies of Visa student permits, banking information and copies of educational reporting while student in attendance at a school. Excludes: Student Record file SEE: SI-06	Originating Department	E = 27	E=Date of Birth	Operational Value	PIB	
SI-12-02	International Students - Hosting	includes correspondence and records of international hosting programs including documentation on host families, police clearances for host families, minutes of meetings for agent information and supporting documentation to pursue opportunities to bring international students to schools	Originating Department	long	E=Aug. 31	Operational Value	PIB	
TR	Transportation	The function of providing students with transportation.						
TR-01	Transportation Reports and Costing	Includes records on bus route costing, fuel rates, bus capacity loading, and records regarding the escalation and de-escalation of fuel prices for vehicles and buses and its impact on the Bus Transportation Contract with the bus line Operators. Excludes: Student Bus Services SEE: TR-02	Transportation Services	short	E=Aug. 31	Operational Value		NOTE: if district does not have a transportation department, this record series could be moved to FA.
TR-02	Student Bus Services	Includes records concerning transportation/busing for transportation of students to and from schools, Special Education, off site activities, field trips, and special programs. Records include bus schedules, requests for transportation, bus routes, boundaries and student lists (names and addresses). Excludes: transportation bus costs SEE: TR-01	Transportation Services/Schools	Short	E=Aug. 31	Operational Value	PIB	NOTE: if district does not have a transportation department, this record series could be moved to SI.
TR-03-01	Vehicle - Records	Includes information relating to the vehicle, insurance and registration, copies of purchase invoice, bill of sale, vehicle specifications, modification records (i.e. wheelchair lift installation), maintenance logs, records pertaining to work performed for upkeep of vehicle, accident reports, repairs, and insurance communication. Excludes: Vehicle inspections. SEE TR-03-02	Transportation Services	E+1	E=Life of Vehicle These may be filed by unit number for each vehicle.	238, 239	PIB	Note: Primary location for these asset documents falls under FA-14 Series Primary location for insurance documents falls under LE-07 Use Aug 31 to close file
TR-03-02	Vehicle - Inspection	Includes daily and monthly trip inspection reports	Transportation Services	6 months	E=Aug. 31 of inspection report	237,238, 242,		



Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Comments/Questions/Suggestions
TR-04	Requests, Complaints & Appeals	Includes records concerning grievances and documentation of complaints or appeals to request Student Bus Services, such as school of choice appeals, yard service appeals, school bus stop complaints, etc. Note: Staff grievances are housed in HR10-02.	Transportation Services		E= Complaint/ Appeal resolved and decision communicated to complainant	Operational Value	PIB	Complaint/Appeal resolved and decision communicated to complainant
TR-05	Bus Drivers	Includes driver licensing, abstracts, training, certifications, route or bus applications, medicals.		4	E=Aug. 31	239	PIB	
TR-06	Bus Drivers - Logs	Daily logs.	Transportation Services	6 months	E=Aug. 31	237,238		
TR-07	Routes	Includes route maps, ECS routes, extra service runs, temporary alternate routes, route optimization, bus passenger lists, route maintenance requests.	Transportation Services	Short	E=Aug. 31	Operational Value	PIB	
TR-08	Grants	Includes transportation grant applications and supporting documentation.	Transportation Services/ Finance	7	E=Aug. 31	244		
TR-09	Student Incidents Reports	Documentation relating to behaviour/misconduct. Excludes: Accident reports.		1	E=Aug. 31 of Incident	245 Operational Value	PIB	

