

SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)

POLICY

POLICY #610 Records Retention

RATIONALE

Federal and Provincial Acts and Regulations require that certain documents be retained for specified periods of time for audit and other purposes.

POLICY

The Board of Education adheres to federal and provincial requirements for the retention of financial and other records.

ADOPTED: November 8, 1999

Reviewed/Revised: September 10, 2007
Statutory Reference:

SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)

REGULATIONS AND PROCEDURES

POLICY #610 Records Retention

1. Where an Act or Regulation specifies a period longer than that indicated in this policy, the Act takes precedence. If there is doubt regarding retention, the appropriate authority shall be contacted.
2. Documents may be stored in alternative technological format when written permission is received from the governing authority.
3. It shall be the responsibility of the office of the secretary-treasurer to obtain any approvals for destruction of records related to Provincial and Federal Acts (Taxation, EI, GST, Customs Tax, etc.).
4. Documents not listed and not required to be retained for a specified period should be considered for retention/disposal on the basis of their future value for legal, historical or statistical purposes and the availability of similar data elsewhere.
5. Periods of retention for various types of documents will be maintained in the "Records Classification and Retention Manual".

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