

Administrative Procedure 180

General Administration

RECORDS RETENTION AND DISPOSITION

BACKGROUND

Records in the custody of, or under the control of the Charter Board, including any record containing personal information, shall be maintained, retained, and, where applicable, disposed of, in a manner consistent with the *Freedom of Information and Protection of Privacy Act (FOIP)* and this Administrative Procedure.

The purposes for retaining records include:

- Managing all recorded information as a resource in order to support effective decision making, meet operational requirements, and protect the legal, fiscal and historical needs of the Charter Board.
- Making the wisest possible use of information by ensuring that it is organized to facilitate the sharing of and access to information by those who require it, subject to legal and policy constraints.
- Identify and conserve information that serves to reconstruct the evolution of policy and program decisions, or has other enduring value, thus ensuring that such information is organized and readily available.

DEFINITIONS

Record means information in any recorded form including documents, letters, handwritten notes, completed forms, reports, personnel files, meeting minutes, agendas, policies, emails, voice mails, computer data files, vouchers, maps, drawings, photographs, student records, and school calendars.

Transitory records are records of short term use not required to meet statutory obligations. Examples include supplier catalogues, promotional materials on products and services, upcoming training workshops and conferences, working papers, and notes. Transitory records generally have only temporary usefulness, are not identified as records in a retention schedule, and are not filed in a records system.

Personal information means information about an identifiable individual such as name, home address, telephone number, race, national or ethnic origin, colour, religion, political beliefs or associations, age, sex, marital status, family status, identifying numbers, fingerprints or blood type.

PROCEDURES

1. All records are maintained and stored with due regard for protection against unauthorized access, and managed by an approved records and information management program established by this Administrative Procedure.
2. Electronic records are created and maintained in the course of daily activity with efforts to ensure their authenticity, integrity and reliability.
3. A retention schedule identifying what records are kept, and for how long, is approved as Appendix A of this Administrative Procedure.

- 3.1 Disposal/ Archive is the disposition for records, once the retention period has been met. Records are only destroyed when there is no outstanding litigation or FOIP requests.
 - 3.2 Each school or office is responsible for properly preparing records for disposition in accordance with this Administrative Procedure and appropriate processes.
4. Student records are stored in a secure manner and treated as confidential at all times. Specific information with respect to student records is contained in AP-360 Student Records.
 5. Personnel records are stored in a secure manner and treated as confidential at all times. Specific information with respect to personnel records is contained in AP-403 Personnel Records.
 6. The Charter Board ensures that adequate resources are available to establish a records and information management program.
 7. Once records have met their lifecycle requirements their destruction is subject to the approval of the Secretary – Treasurer based on submitted inventories. Measures are in place for the secure destruction of all records.
 8. The Charter Board selects and implements technologies that supports its records and information management program with measures in place to protect records.
 9. The Charter Board adheres to best practices and standards for recordkeeping and puts in place procedures for the records and information management program.

Legal Reference: *School Act*, section 23
Freedom of Information and Protection of Privacy Act

Cross Reference: AP-170 Freedom of Information and Protection of Privacy
AP-360 Student Records
AP-403 Personnel Records

Date of Adoption: April 12, 1999

Date of Revision: December 5, 2003, March 23, 2011, March 13, 2013,
May 9, 2018

Due for Review: May 9, 2021



APPENDIX A-RECORDS RETENTION SCHEDULE

Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Prior Westmount Retention Schedule Item
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 and Organizations	Includes reports, newsletters, publications, conference and workshop information and proceedings from organizations to which staff belong.	Originating Department	E = 0		Operational Value		Conferences, Seminars, Symposia Newsletters, Manuals Professional Development
AM-02	Committees - Internal and 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 Corporate governance committees CG-03	Originating Department	E = 0	E = Until superseded or obsolete	Operational Value		
AM-03	Forms Inventory	Includes records of templates or forms such as requests for leave, payroll, computer purchase plan, letterhead.	Originating Department	E = 0	E = Until superseded or obsolete	Operational Value		
AM-04-01	Meetings – Internal	Records from internal meetings such as agendas, minutes, reports and resolutions from meetings involving staff. Excludes Corporate governance committees See CG-03	Schools	E + 1 Y	E = Aug. 31	Operational Value		School Operations – by School
AM-04-02	Meetings – Senior Management	Includes records regarding senior management such as Superintendents Team School Administration (STSA). Includes minutes, agendas, records of decision, terms of reference, and supporting documents. Excludes Corporate governance committees See CG-03	Originating Department	E + 1 Y	E = Aug. 31	Operational Value 183, 222		School Operations – by School

Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Prior Westmount Retention Schedule Item
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, Bylaws and Constitution	Includes records related to the operation of the Charter School and Society Bylaws.	Board Office	E = 0	E = Dissolution of the Charter	Archival		Charter Agreement Society Bylaws
CG-02	Board Meetings – Agendas and Minutes	Includes records of the Board such as agendas, minutes, Principal's reports, correspondence, Superintendent's reports.	Board Office	E + 2 Y	E = Aug. 31	Archival		Board Activities Meetings of the Board
CG-03-01	Committees – External Board	Includes records of external committees and councils on which board members sit such as the Association of Alberta Charter Schools. Records include agendas, reports, and resolutions.	Originating Department	E + 2 Y	E = Aug. 31	Operational Value	PIB	
CG-03-02	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 Audit Committee, Nominating Committee, HR Committee, Policy Advisory Committee along with ad hoc committees of the Board. Records include-agendas, minutes, reports, and supporting documentation.	Originating Department	E + 2 Y	E = Aug. 31	Operational Value	PIB	
CG-03-03	Committees of the Board	Includes records of committees consisting of trustees, created by the board for a specific purpose such as the Principal Selection Committee. Includes agendas, minutes, resolutions, terms of reference, meeting briefs and supporting documentation.	Board Office	E + 2 Y	E = Aug. 31	170, 183 Archival	PIB	Committees of the Board

Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Prior Westmount Retention Schedule Item
CG-04	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).	Board Office	E + 1 Y	E = Until superseded or obsolete	Operational Value 230		Elections
CG-05-01	Guidelines, Policies and Directives - Administrative	Includes records regarding directives approved by the Superintendent. Records include regulations and procedure manuals, guidelines and directives, and administrative procedures.	Board Office	E + 2 Y	E = Until superseded or obsolete	170, 202 Archival		Policies and Administrative Practices
CG-05-02	Guidelines, Policies and Directives – Board	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.	Board Office	E + 2 Y	E = Until superseded or obsolete	Operational Value. 170, 180 Archival		Policies and Administrative Practices
CG-05-03	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.	Board Office	E + 2 Y	E = Until superseded or obsolete	Operational Value 170		
CG-06	Organization Structure	Includes records regarding reporting relationships, organization structure and organization analysis, for both schools and school board. Includes organizational charts and school profiles.	Board Office	E + 2 Y	E = Until superseded or obsolete	Operational Value Archival		
CG-07	Program Administration	Includes records related to school-wide and/or area program oversight and administration of programs that do not belong to a specific function. Excludes Design of programs See EP-01	Originating Department	E + 3 Y	E = Aug. 31	Operational Value Archival		Plans and Programs
CG-08-01	Trustee Nomination Management	Includes Board candidate applications, elections information, personal information, directories and news items regarding the trustees. Also includes trustees' distribution and orientation information.	Board Office	E + 2 Y	E = Aug. 31	170	PIB	

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Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Prior Westmount Retention Schedule Item
CG-08-02	Trustee Nomination Management – Unsuccessful Applications	Includes Board candidate applications, elections information, personal information for those individuals who were not added to the Board.	Board Office	E + 1 Y	E = Once Board appointments are announced or Aug. 31	170	PIB	
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.	Schools	E + 5 Y	E = Until superseded or obsolete	15, 20 Archival		Curriculum & Programming – Development Plans and Programs
EP-02	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.	Schools	E + 2 Y	E = Until superseded or obsolete	Operational Value	PIB	Publications and Subscriptions
EP-03	Locally Developed Courses	Includes proposals, correspondence and curriculum development materials.	Originating Department	E = 0	E = Until superseded or obsolete	15, 20 Archival		Curriculum & Programming – Programs Curriculum & Programming – Extra Curricular
EP-04	Planning and Curriculum Guidelines	Includes directives, guidelines and proposals for new curriculum programs. Includes meeting notes and reports, material regarding comparisons with programs.	Schools	E + 5 Y	E = Until superseded or obsolete	Operational Value		Curriculum & Programming – Development Curriculum & Programming – Programs Curriculum & Programming – Extra Curricular School Operations – Instruction Planning
EP-05	Outline, Courses of Study	Includes outlines of available programs and courses of study.	Schools	E + 2 Y	E = Until superseded or obsolete	Operational Value		Curriculum & Programming – Development School Operations – by School

Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Prior Westmount Retention Schedule Item
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 related to purchasing and funds payable such as legal fees, bursaries and scholarships, 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. Includes purchase requisitions, purchase orders, specifications, proposals, bid and performance bonds, and all documentation regarding the selection process.	Board Office	E + 7 Y	E = Aug. 31	36, 42, 65, 71	PIB	Bursaries and Scholarship Finance – Expenditures Acquisition of Goods & Services
FA-02	Accounts Receivable	Includes records related to the accounting for money owed to schools and boards. Records include invoices, cash receipts, correspondence, cash lists and statements of account.	Board Office	E + 7 Y	E = Aug. 31	36, 42, 71	PIB	Finance – Revenue
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), AFS and unaudited schedules. Includes working papers, audit reports, and post-audit correspondence.	Board Office	E + 7 Y	E = Aug. 31	36, 42		Finance – Audits

Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Prior Westmount Retention Schedule Item
FA-04	Banking and Cash Management	Includes records regarding banking transactions and relationships with banks. Includes bank statements, bank reconciliations, deposit records, cancelled cheques and cheque stubs.	Board Office	E + 7 Y	E = Aug. 31	36, 42, 71, 222		Finance – Banking
FA-05	Budgets	Includes records pertaining to departmental and board budgets, both capital and operating, and supporting documentation.	Board Office	E + 7 Y	E = Aug. 31	Operational Value		Finance – Budgets
FA-06-01	Contracts and Agreements – Educational	Includes records regarding educational related agreements, such as cooperative education agreements, work experience agreements. Excludes agreements related to employment See HR-03	Board Office	E + 7 Y	E = Contract lapses and all conditions met		PIB	Contracts and Agreements
FA-06-02	Contracts and Agreements - General	Includes records related to contracts and agreements, such as correspondence and terms.	Board Office	E + 7 Y	E = Contract lapses and all conditions met		PIB	Contracts and Agreements
FA-07	Donations and Bequests	Includes records related to donations and bequests such as correspondence and tax records.	Board Office	E + 7 Y	E = Aug. 31			Donations and Bequests
FA-08	Enrolment Reporting	Includes records from counts and projections documenting enrolments of students in the school system and statistical reports.	Board Office	E + 7 Y	E = Aug. 31	Operational Value		
FA-09	Facility Bookings	Includes records of bookings issued by the Board for the use of school property.	Board Office	E + 7 Y	E = Aug. 31	169, 146 Operational Value		
FA-10	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 Funding and Fundraising See FA-13 and FA-14	Board Office	E + 7 Y	E = Aug. 31	42, 71, 90		

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Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Prior Westmount Retention Schedule Item
FA-11	Financial 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.	Board Office	E + 7 Y	E = Aug. 31	36, 42, 65, 71		
FA-12-01	Financial Statements – Final	Includes records regarding the final, signed, Board approved year-end financial statements and final statements.	Board Office	Permanent	E = Aug. 31	42, 71, 180 Archival		
FA-12-02	Financial Statements - Working/ Backup Documentation	Includes records associated with the development of financial statements.	Board Office	E + 7 Y	E= Aug. 31	42, 180		
FA-13	Funding	Includes records related to funding from both government and other sources. Excludes Contracts and Agreements See FA-06 Excludes Fees and Fundraising See FA-10 and FA-14	Board Office	E + 7 Y	E = Aug. 31	42, 71, 90		
FA-14	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-13 and FA-10	Board Office	E + 7 Y	E = Aug. 31	90		
FA-15	General Ledger	Includes a record of all the assets, liability, owner's equity, revenue and expense accounts of the organization.	Board Office	Permanent	E = Aug. 31	42		Ledgers
FA-16	Grants – Transportation	Includes records of transportation grant applications and supporting documentation.	Board Office	E + 7 Y	E = Aug. 31	244		Contracts and Agreements – Busing

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Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Prior Westmount Retention Schedule Item
FA-17-01	Inventory Control - Capital Assets	Includes 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.	Board Office	E + 7 Y	E = Aug 31 of year of disposal of asset	71, 202		Inventories
FA-17-02	Inventory Control - Non-capital Assets	Includes records relating to non-fixed assets valued under \$5000, including inventories of board owned equipment.	Board Office	E + 7 Y	E = Aug. 31	71, 202		Inventories
FA-18	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).	Board Office	E + 7 Y	E = Aug 31 of year investment matures	42, 71		
FA-19	Journal Vouchers and Journal Entries	Includes completed journal voucher forms, input forms, and all background documentation used to substantiate journal entries.	Board Office	E + 7 Y	E = Aug. 31	65		
FA-20	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.	Board Office I	E + 7 Y	E = Expiry date of contract / agreement and all conditions met	144	PIB	Contracts and Agreements
FA-21	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.	Board Office	E + 7 Y	E= Until superseded or obsolete	202		NOTE: Payroll registers may be kept longer for Operational Value.
FA-22	Tax Returns	Includes records relating to federal and provincial tax returns, property and goods and services taxes, charity information returns, assessments, receipts, details and supporting documentation.	Board Office	E + 7 Y	E = Aug. 31	42, 65, 71, 90		

Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Prior Westmount Retention Schedule Item
FA-23	Tendering	Includes records regarding the tendering or bidding process for the purchase of goods and services through tendering processes such as requests for proposal, requests for quotations, invitations to tender, documentation from the selection process.	Board Office	E + 6 months	E = Contract awarded	36,42,65,71		Tendering
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	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 Y	E = Aug. 31 of year of disposal of property	146, 202 Archival		
FM-02	Facilities - Capital Projects	Includes 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-21 Excludes original contract documents See FA-06	Facilities	E + 10 Y	E = Aug. 31 of year of disposal of property	146, 202 Archival		Acquisition of Facilities

Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Prior Westmount Retention Schedule Item
FM-03	Facilities - Planning	Includes records regarding the allocation of classroom and workspace to staff and students. Records include correspondence, facilities use plans, facilities designs and layouts, furniture layouts, etc.	Facilities	E + 2 Y	E = Aug. 31	Operational Value		General Accommodation Accommodation Planning Acquisition of Facilities
FM-04	Infrastructure, Maintenance and Renewal Projects	Includes 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 Y	E = Aug. 31 of year of disposal of property	146, 202 Archival		Construction – by School or Facility Constructions – Contracts and Agreements
FM-05-01	Inspection and Testing Logs and Reports	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. Excludes Emergency power systems inspections and testing, fire extinguisher testing, fire protection systems testing See FM-05-02 Excludes Air Quality Reports See HS-01	Facilities	E + 6 Y	E = Aug. 31	120, 122, 163, 164, 202		
FM-05-02	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 + 2 Y	E = Until superseded or obsolete	Operational Value		
FM-06-01	Maintenance and Operations – General	Includes records regarding maintenance of leased facilities, such as maintenance and repair requirements and arrangements, service work orders and schedules.	Facilities	E + 2 Y	E = Aug. 31	Operational Value		Maintenance, Inspections, Repairs & Damages

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Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Prior Westmount Retention Schedule Item
FM-06-02	Maintenance and Operations - Buildings / Physical Plant and Equipment	Includes records to support the maintenance and operations of buildings, physical plant and equipment. Includes office equipment, work orders for fixed assets, and supporting documentation.	Facilities	E + 2 Y	E = Aug. 31	Operational Value 163, 202		Include inspection certificates
FM-06-03	Maintenance and Operations - Grounds	Includes records to support maintenance and operations for exterior activities such as maintenance requisitions, work orders, logs and reports showing action taken for grounds keeping, snow clearance, cleaning and repairs.	Facilities	E + 2 Y	E = Aug. 31	Operational Value		
FM-07	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	E + 2 Y	E = Aug. 31	Operational Value	PIB	
FM-08	Site Specific Projects	Includes records regarding renovations / restorations and repair to existing facilities, such as reports and studies, inspection and remedial repair work reports, condition survey, design notes, technical specifications, progress meetings, and deficiency reports, project review and final drawings and reports. Excludes Original purchase orders See FA-21	Facilities	E + 10 Y	E = Aug. 31 of year of disposal of property	146, 202 Archival		Construction – by School or Facility Construction – Contracts and Agreements
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 information (including medical information), and conditions of work, overtime, salary rates, pensions, benefits, payroll records, grievances, performance evaluations and recruitment.						

Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Prior Westmount Retention Schedule Item
HR-01	Attendance – Employee	Includes records regarding the management of employee attendance, absences (leaves) 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	E + 3 Y	E = Aug. 31	106	PIB	Pay and Benefits - Attendance
HR-02	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.	Human Resources	E + 2 Y	E = Contract lapses or records are superseded	Operational Value		Pay and Benefits – General Pay and Benefits – Group Benefits Four different service providers.
HR-03	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 Y	E = Contract lapses		PIB	Contracts and Agreements
HR-04	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 Y	E = Until superseded or obsolete	Operational Value 249	PIB	All current employees must disclose any record of a criminal conviction, including the details of the offense since their original hire date.
HR-05	Criminal Offence Declarations	Includes 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	E + 10 Y	E = Termination of employment	Operational Value 249	PIB	
HR-06-01	Employee Records – Certificated Staff	Includes records regarding the employment history of the board employees. Includes initial resume and application, benefit enrollment forms, salary calculation forms, change advice, employee master record cards, certification of level placement, probationary contract, key tasks, in-town mileage reimbursement, and employee verification forms.	Human Resources	E + 10 Y	E = Termination of employment.	3, 36, 74, 106, 119, 125, 170, 202, 216, 217	PIB	Personnel – Employee Records 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.

Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Prior Westmount Retention Schedule Item
HR-06-02	Employee Records – Support or non Certificated Staff	Includes records regarding the employment history of the board employees. Includes initial resume and application, benefit enrollment forms, salary calculation forms, change advice, employee master record cards, certification of level placement, probationary contract, key tasks, in-town mileage reimbursement, and employee verification forms.	Human Resources	E + 10 Y	E = Termination of employment.	3, 36, 74, 106, 119, 125, 170, 202, 216, 217	PIB	Personnel – Employee Records 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	Employee Records – Payroll	Includes records regarding individual employee payroll information, such as TD1s, direct deposit authorizations, timesheets, and supporting documentation.	Human Resources	E + 7 Y	E = Aug. 31	74, 202	PIB	Pay and Benefits – General Pay and Benefits - Group Benefits
HR-08-01	Employee Records – Performance Management – Certificated Staff	Includes records regarding employees' performance, such as reviews by supervisors, evaluation template, growth plans, service award letters, commendations, disciplinary, performance and non-medical counselling notes and supporting documentation.	Human Resources	E + 5 Y	E = Aug.31	Operational Value 170, 202	PIB	
HR-08-02	Employee Records – Performance Management – Support or Non-Certificated Staff	Includes records regarding employees' performance, such as reviews by supervisors, evaluation template, growth plans, service award letters, commendations, disciplinary, performance and non-medical counselling notes and supporting documentation.	Human Resources	E + 5 Y	E = Aug. 31	Operational Value 170, 202	PIB	
HR-09	Employee – Training	Includes records regarding employee training for both certificated and non-certificated staff, such as conferences and seminars, certifications / accreditation, external and internal training (health and safety, first aid, etc.).	Human Resources	E + 3 Y	E = Termination of employment	Operational Value.	PIB	Professional Development
HR-10	Employee Surveys	Includes surveys and research on staff regarding issues including staff engagement activities.	Originating Department	E + 1 Y	E = Aug. 31	Operational Value	PIB	
HR-11	Human Resources – Planning	Includes records related to human resources control and planning.	Human Resources	E + 2 Y	E = Until superseded or obsolete	Operational Value		Human Resources Planning
HR-12	Job Descriptions	Includes job descriptions and specifications as well as background information used in their preparation or amendment.	Human Resources	E + 2 Y	E = Until superseded or obsolete	Operational Value		

Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Prior Westmount Retention Schedule Item
HR-13	Payroll Administration – Time Management	Generated by employee-entered information in Payroll system. Includes: Records regarding allocation and distribution of labour, such as time sheets, Employee Attendance records cards, vacation / lieu time requests, overtime banked, statutory holidays banked, time, relief pay, daily pay sheets, sickness and accident, off/on duty report payroll adjustment, time input forms (overtime paid, stand-by, relief authorizations, car allowance claims, shift change, statutory holiday paid) wage paid / holiday advance requests, timesheets and supporting documentation. Excludes administration of attendance See HR-01	Human Resources	E + 7 Y	E = Aug. 31	36, 71, 74, 106, 202	PIB	This function may appear in Finance Administration or Human Resources
HR-14	Pension Administration	Includes records regarding the administration of pensions for certificated staff such as plan documents, registration forms, deduction registers, and prior service summary reports, records of decisions, annual/tri-annual evaluations, remittances and reconciliations. Also includes records regarding pension policy decisions.	Human Resources	E + 10 Y	E = Final payout of the pension or date pension records are transferred to pension authority (e.g. ATRF)	3, 71, 106, 217		Pay and Benefits – Pensions
HR-15	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-1	Human Resources	E + 6 months	E = Until superseded or obsolete	Operational Value		Employment and Staffing – General
HR-16	Resumes and Job Applications	Includes records of applications, resumes and applicant evaluations to support recruitment in the school and school board.	Human Resources	E + 1 Y	E = Competition completed	Operational Value	PIB	Employment and Staffing – General .
HR-17	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.	Human Resources	E + 7 Y	E = Until superseded or obsolete	Operational Value. 36, 71, 74, 106, 106, 202		

Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Prior Westmount Retention Schedule Item
HR-18	Staff Awards, Recognition and Honours	Includes records relating to special recognition and awards presented to staff.	Human Resources	E + 3 Y	E = Aug. 31	Operational Value	PIB	Awards and Honours
HR-19	Staff Listings and Reports	Includes all report listings concerning staff, e.g., staff directories, seniority lists, retirement lists and lists of supply teachers.	Human Resources	E + 1 Y	E = Until superseded or obsolete	Operational Value. Archival – staff list	PIB	
HR-20	Superintendent – Evaluation	Includes records from the annual evaluation of the Superintendent by the Human Resources Committee of the Board.	Human Resources	E + 10 Y	E = Termination of contract / employment			
HR-21	Volunteers	Includes records for the management of volunteers such as volunteer registration, guidelines, correspondence, criminal record and vulnerable sector checks, offense declarations, confidentiality agreements, technology use agreements and drivers' abstracts along with recognition such as the Year End Breakfast.	Schools	E + 3 Y	E = Until superseded or obsolete	Operational Value	PIB	Volunteers
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	Air Quality, Asbestos, Mold - Removal and Containment	Includes records regarding renovation or removal projects of 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	E + 12 Y	E = Disposal of property	OHSC Section 26 Limitations Act C L-15.1 s3		
HS-02	Critical Response and Emergency Plans	Includes records regarding emergencies and related plans to support the board and school in case of fire, hurricane, lockdowns, police involvement or other emergencies. I.e. business continuity plans, call lists, supplier/vendor contacts, and related reports.	Schools	E = 0	E = Until superseded or obsolete	120, 122	PIB	Disaster / Emergency Planning

Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Prior Westmount Retention Schedule Item
HS-03	Health and Safety - Audits and Inspections	Includes records regarding health and safety audits and inspections.	Human Resources	E + 3 Y	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	Occupational Health & Safety
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 Westmount, however every location that uses the material must have access to a data sheet, as required by OH&S Act.	Human Resources	E = 0	E = Until superseded or obsolete	Operational Value 202		
HS-05	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	Human Resources	E + 10 Y	E = Aug. 31 of year of incident report	65, 71, 136, 202	PIB	
HS-06	Health and Safety - Inspection Reports	Includes records of inspections carried out in accordance with the Occupational Health and Safety Act.	Human Resources	E + 3 Y	E = Aug. 31 of year of inspection and all deficiencies corrected	106, 122, 202 225	PIB	
HS-07	Health and Safety - Programs	Includes records regarding the development, objectives and administration of safety programs, training plan, program audits, guidelines and compliance and statistics.	Human Resources	E + 3 Y	E = Aug. 31	Operational Value 202		Occupational Health & Safety
HS-08	Substances and Hazardous Materials Management	Includes records related to the monitoring, management and disposal of chemical, biological or physical agents or substances.	Human Resources	E = 0	E = Until superseded or obsolete	120, 122, 202		Occupational Health & Safety

Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Prior Westmount Retention Schedule Item
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						
IM-01	Archives	Includes records regarding planning for long term preservation of Westmount records.	Board Office	E + 2 Y	E = Until superseded or obsolete	20		
IM-02-01	Freedom of Information and Protection of Privacy (FOIP) - Requests and Replies	Includes records regarding requests for information such as applications, correspondence and copies of material released.	Board Office	E + 5 Y	E = Once request is closed	Operational Value 125	PIB	
IM-02-02	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.	Board Office	E + 1 Y	E = Until superseded or obsolete	Operational Value 125	PIB	
IM-03	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-07	Information Technology	E + 1 Y	E = Until superseded or obsolete	Operational Value		

Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Prior Westmount Retention Schedule Item
IM-04	Information Systems - Architecture	Includes 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	E + 2 Y	E = Aug. 31	Operational Value		
IM-05	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	E = 0	E = Until superseded or obsolete	Operational Value		Information Systems and Services
IM-06	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.	Information Technology	E = 0	E = Until superseded or obsolete or ticket resolved	Operational Value		
IM-07	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	E = 0	E = Life of System	Operational Value		Information Systems and Services
IM-08	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. Excludes IT helpdesk functions See IM-06	Information Technology	E = 0	E = Until superseded or obsolete	Operational Value		Information Systems and Services

Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Prior Westmount Retention Schedule Item
IM-09	Information Technology – Planning	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 operations.	Information Technology	E + 2 Y	E = Until superseded or obsolete	Operational Value		Information Systems and Services
IM-10	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	E = 0	E = Until superseded or obsolete	Operational Value		Information Systems and Services
IM-11	Privacy Impact Assessments (PIAs) and Privacy Adherence	Includes records regarding completed Privacy Impact Assessments (PIAs) and related documentation for privacy measures including those under PIPA.	Board Office	E + 2 Y	E = Until superseded or obsolete	Operational Value 125		
IM-12	Records Management - Administration	Includes records regarding the development, maintenance, and updating of records management program system documentation including inventories, vendors, retention schedule development and maintenance, and disposition activities.	Board Office	E + 2 Y	E = Until superseded or obsolete	Operational Value 146		Records Management
IM-13	Records Management – Disposition Authorization	Includes records regarding authorization of records disposition.	Board Office	E = 0	E= Dissolution of organization	Archival	PIB	Records Management
IM-14	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.	Originating Department	E + 5 Y	E = Research complete	Operational Value 127		



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Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Prior Westmount Retention Schedule Item
IM-15	Telecommunication s Systems	Includes 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	E + 1 Y	E = Aug. 31	Operational Value		
IM-16-01	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 Department	E + 1 Y	E = Until superseded or obsolete	Operational Value		
IM-16-02	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	E + 1 Y	E= Until superseded or obsolete	Operational Value		
IM-16-03	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	E + 1 Y	E = Life of Web site	Operational Value		
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, harassment incidents, etc.						

Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Prior Westmount Retention Schedule Item
LE-01	Accident and 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 an accident. Excludes claim and litigation files See LE-03	Board Office	E = DOB of student + 29 Y	E = Date of birth of student	202	PIB	Accidents
LE-02	Appeals and Hearings	Includes records of hearings conducted on issues that affect the school or Board. Records include correspondence, reports, discovery findings, hearing proceedings and final decisions.	Board Office	E + 5 Y	E = Last action taken that advances claim.	161, 170, 202	PIB	Appeals and Grievances
LE-03	Claims and 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. WCB claims are filed online.	Board Office	E + 5 Y	E = Last action taken that advances claim.		PIB	Litigation – Actions 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-04	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.	Board Office	E + 7 Y	E = Expiry of policy	202		Insurance and Risk Management
LE-05	Legal Opinions and Precedents	Includes records of legal opinions and precedents about legal issues identified by the school/board. Records include case law, correspondence, reports, and findings/opinions provided to requestor.	Board Office	E + 2 Y	E = Until superseded or obsolete	Operational Value		Legal Matters
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.						

Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Prior Westmount Retention Schedule Item
CO-01	Communiqués	Includes memos, brochures, correspondence and related information about programs and activities sponsored by the board or by schools such as event calendar and school news items.	Originating Department	E = 0	E = Until superseded or obsolete	Operational Value		Public Relations
CO-02	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. Includes records related to use of copyright, application for patents, copyright, trademarks or branding.	Schools / Originating Department	E + 1 Y	E = Aug. 31	Operational Value Archival		Patents, Inventions, Copyrights
CO-03	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	E = 0	E = Until superseded or obsolete	Operational Value	PIB	Public Relations
CO-04	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. May include critical incident communications.	Originating Department	E = 0	E = Until superseded or obsolete	Operational Value		Public Relations
CO-05	Publications	Includes records for publications such as yearbooks, handbooks, marketing materials, calendars, annual reports, brochures, newsletters, yearly school class photos, and other promotional materials.	Originating Department	E + 2 Y	E = Aug. 31	180 Operational Value Archival	PIB	Newsletters, Manuals Publications and Manuals – Development
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.						

Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Prior Westmount Retention Schedule Item
RP-01	Research and Planning - Educational and Curriculum Planning	Includes records of 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 including research on giftedness.	Originating Department	E + 1 Y	E = Until superseded or obsolete	Operational Value Archival		Plans and Programs
RP-02	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 Y	E = Aug. 31	Operational Value		
RP-03	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; Three Year Annual Education Plan results, external research, applications, surveys and research reports.	Originating Department	E + 1 Y	E = Until superseded or obsolete	Operational Value Archival		School Boundaries Charter School Reviews Tracking Indicators
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	Accommodation - Preliminary Assessment	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. Content added to Student Record.	Schools	E + 1 Y	E = Aug. 31	Operational Value	PIB	

Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Prior Westmount Retention Schedule Item
SI-02	Bursaries and Awards	Includes records of bursaries and awards presented to students at commencement or graduation. Some awards managed by teachers, Student Services and Student Council. Includes both external and internal awards. Financial records regarding awards should be retained in appropriate record series in Finance. See FA series.	Schools / Originating Department	E = 0	E = Aug. 31	Operational Value	PIB	Bursaries and Scholarship
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 + 10 Y	E = Date of graduation or transfer	170, 184	PIB	Student Services – Counselling
SI-04-01	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-10	Originating Department	E + 1 Y for graduation or 18 years where E = Date of Birth Retain for longest value	E = Date of transfer / graduation or E = Date of Birth	Operational Value	PIB	
SI-04-02	International Students – Exchanges	Includes records related to out of country students attending for a short duration (usually less than 6 weeks). Records may include application, correspondence, copies of Visa information, educational reporting.	Originating Department	E + 1 Y	E = Date exchange ends	Operational Value	PIB	

Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Prior Westmount Retention Schedule Item
SI-04-03	International Students - Hosting	Includes correspondence and records of international hosting programs for exchange students 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 and to provide opportunities for Westmount students to attend schools outside Canada.	Originating Department	E + 1 Y	E = Aug. 31	Operational Value	PIB	
SI-05	Programs - Off Campus Education	Includes correspondence with potential employers, surveys, and monthly monitoring teacher reports, statistics and other records of work experience, dual credit. Excludes educational program administration and planning documents See EP Series	Schools / Originating Department	E + 3 Y	E = Aug. 31	120, 233	PIB	Plans and Programs
SI-06	Registers - Student Attendance	Includes registers and reports concerning the enrolment/attendance of students, recording of daily attendance, and daily absence reports.	Schools	E + 13 Y	E = Aug. 31	Operational Value	PIB	School Registers
SI-07	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 See SI-10	Schools / Originating Department	E + 20 Y	E = Date of Birth	Operational Value	PIB	Student Services - Counselling Case files are maintained in accordance with health care professional guidelines
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.	Schools	E + 2 Y	E = Aug. 31	236		Student Services – General

Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Prior Westmount Retention Schedule Item
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. Note: Subject to select inclusion in the SI-11 series dependent on the trip. Excludes information on international students and host families See SI-04 series	Originating Department	E + 2 Y	E = Aug. 31	236	PIB	Student Permission Slips / Informed Consent
SI-09	Student Marks	Includes information on students' courses completed, marks received and mark verification sheets, and teacher mark books. Also includes electronic records. Note: Student marks are included in the SI-11 series as part of report card.	Schools	E + 7 Y	E = Verification in SIS(Student Info system)	180	PIB	Student Tests
SI-10	Student Records (also known as "Cum File")	Includes all information affecting the decisions made about the education of a student (including returning students). Includes records specified in the Student Record Regulation. Includes student attendance. Note: 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.	Schools	E + 27 Y or E + 10 Y Retain for longest value	E = Date of Birth or Date of graduation	136, 170, 184, 185*, 246	PIB	Student Records (Cum Files) 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)
SI-11	Student Records – Incidents	Includes records related to observed behaviors of students and action taken.	Originating Department	E + 2 Y	E = Date of graduation or transfer		PIB	

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Record Number	Record Series	Scope Notes (Description)	Responsible Department	Retention	Notes	Retention Value & Legal Citation	PIB	Prior Westmount Retention Schedule Item
SI-12	Student Transfer Administration	Includes records that administer the transfer of students.	Schools	E + 12 Y	Store with the Student Record files of students who have moved / transferred E= School year transfer date	184	PIB	
TR	Transportation	The function of providing students with transportation.						
TR-01	Bus Drivers - Logs	Includes records of hazard assessments by bus drivers identifying hazards in sight line, bus stop safety with responses and actions taken.	Transportation Services	E + 7 Y	E = Aug. 31	237, 238		
TR-02	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.	Transportation Services	E + 3 Y	E = Aug. 31	Operational Value	PIB	Appeals and Grievances Transportation – General
TR-03	Routes	Includes route maps, extra service runs, temporary alternate routes, route optimization, bus passenger lists, route maintenance requests.	Transportation Services	E + 5 Y	E = Aug. 31	Operational Value	PIB	Transportation – Routes
TR-04	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, registration for transportation, bus routes, boundaries and student lists (names and addresses).	Transportation Services / Schools	E + 7 Y	E = Aug. 31	Operational Value	PIB	Transportation – Off Campus
TR-05	Student Incidents Reports	Includes records relating to behaviour / misconduct. Excludes accident reports See LE-01	Schools	E + 1 Y	E = Date of graduation or transfer.	245 Operational Value	PIB	