

## **Administrative Procedure 185**

# **Retention and Disposal of School Records**

### **Background:**

The Local Authorities Freedom of Information and Protection of Personal Privacy Act (LAFOIP) requires that all of the Division's official records and public documents shall be preserved for a specific period of time and disposed of once the appropriate time period has lapsed. The Retention Periods and Disposal schedule shall be under the supervision of the Superintendent of Administration.

### **Procedures:**

1. For the purposes of document retention and disposals, the Division shall follow the "Records Retention and Disposal Guide for Saskatchewan School Divisions" (See Appendix A). [Records Retention and Disposal Guide for Sask School Divisions](#)
  - 1.1. This guide was developed jointly by the Saskatchewan School Boards Associations (SSBA) and the Saskatchewan Association of School Business Officials (SASBO), and approved by the Minister of Education of Saskatchewan.

### **Reference:**

Section 85, 87, 369, Education Act

Section 112, Local Government Election Act

Section 15, Archives Act

Local Authorities Freedom of Information and Protection of Privacy Act

### **Created:**

April 14, 2009

### **Revised:**

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