

ADM - Administration			
ACTS AND REGULATIONS	Superseded/shred/delete	Director's Office	Operational Need
ADMINISTRATION - GENERAL	Current + 1 yr./shred/delete	Director's Office	Operational Need
ASSOCIATIONS AND ORGANIZATIONS	Current + 1 yr./shred/delete	Senior Admin.	Operational Need
BOARD AGENDAS	Permanent/electronic archival	Director's Office	Corporations Act Education Act Income Tax Act
BOARD MINUTES	Permanent/hard and electronic archival	Director's Office	Corporations Act Education Act Income Tax Act Mun. FOIPPA
BOARD ORGANIZATION CHART	Superseded/electronic archival/delete	Director's Office	
BOARD REPORTS	Current + 1 yr./electronic archival/delete	Director's Office	Education Act Mun. FOIPPA
BY-LAWS	Permanent Active - hard archival Inactive (Repealed/Rescinded) - electronic archival/delete	Director's Office	Corporations Act Education Act Corporation Tax Act
CLAIMS/LITIGATION	Resolution of Claim + 6 yrs./shred/delete	Director's Office	Limitations Act Mun. FOIPPA
COMMITTEES AND MEETINGS	Disbandment + 1 yr./ electronic archival/delete	Director's Office	Operational Need
CONFERENCES, WORKSHOPS AND SEMINARS	Current + 1 yr./shred/delete	Originating Dept.	Operational Need
CONTRACTS AND AGREEMENTS (simple)	Expiry of Contract + 6 yrs./shred/delete	Senior Admin.	Limitations Act
CONTRACTS AND AGREEMENTS (under seal)	Permanent/electronic archive		Limitations Act Labour Relations Act Construction Lien Act Professional Engineers Act
DEEDS	Disposal of Property/shred/delete	Finance	Operational Need
DISTRICT SCHOOL COUNCIL	Superseded/shred/delete	Director's Office	Education Act
EDUCATION GUIDELINES	Superseded/shred/delete	Director's Office	Education Act
ELECTION OF CHAIR/VICE-CHAIR/PAST CHAIR RESULTS	On motion of Board/shred	Director's Office	
ELECTIONS	Current + 4 yrs./shred/delete	Director's Office	Corporations Act
EXECUTIVE COUNCIL	Permanent/ electronic archival	Director's Office	Corporations Act
FIRE/EMERGENCY PLAN	Superseded/shred/delete	Senior Admin.	Ontario Fire Code
FORMS MANAGEMENT/ ADMINISTRATION	Superseded/shred/delete	Director's Office	Operational Need
FREEDOM OF INFORMATION	Resolution + 1 yr./shred/delete	Director's Office	Mun. FOIPPA
GENERAL NUMBERED MEMORANDA	Permanent/electronic archival	Director's Office	Operational Need
INTERGOVERNMENTAL RELATIONS	Current + 1 yr./shred/delete	Senior Admin.	Operational Need
MINISTRY OF EDUCATION AUDITS	Current + 6 yrs./shred/delete	Originating Department	Education Act
MINISTRY OF EDUCATION GUIDELINES	Superseded/shred/delete	Operational Need	Operational Need
POLICIES AND PROCEDURES	Permanent/electronic archival	Director's Office	
RECORDS MANAGEMENT	Superseded/shred/delete	Director's Office	Operational Need
RESEARCH	Research Completion + 5 yrs./shred/delete	Director's Office	Operational Need

SCHOOL ORGANIZATION/ PROFILES	Superseded/electronic archival/delete	Senior Administration	Operational Need
SCHOOLS AND SCHOOL BOARDS	Current + 4 yrs./shred/delete	Senior Admin.	Operational Need
STAFF MEETINGS	Current + 1 yr./shred/delete	Senior Admin.	Operational Need
STATUTORY TRUSTEE COMMITTEES	Permanent/electronic archival	Director's Office	Corporations Act Corporation Tax Act Education Act Income Tax Act

COMM - Communications			
ADVERTISING	Current + 1 yr./electronic archival/delete	Director's Office	Operational Need
AWARDS AND RECOGNITION	Superseded/electronic archival/delete	Director's Office	Operational Need
COMMUNICATIONS - GENERAL	Current + 1 yr./shred/delete	Director's Office	Operational Need
COMPLAINTS AND COMMENDATIONS	Current + 5 yrs./electronic archival/delete	Director's Office	Operational Need
MEDIA RELEASES/NEWS RELEASES	Current + 3 yrs./electronic archival/delete	Director's Office	Operational Need
MEMORABILIA	Permanent	Director's Office	Operational Need
PHOTOGRAPHS - BUILDING	Permanent/electronic archival	Director's Office	Operational Need
PHOTOGRAPHS - STUDENTS	Current + 5 yrs./shred	Director's Office	Operational Need
PUBLICATIONS (IN-HOUSE)	Superseded/hard archival/shred	Director's Office	Operational Need
SPEECHES	Current + 3 yrs./electronic archival/delete	Director's Office	Operational Need

PRO - PROGRAM			
COMMUNITY EDUCATION LIAISON	Superseded/archive/shred/delete	Program	Operational Need
COMPUTER EDUCATION	Superseded/shred/delete	Program	Operational Need
CURRICULUM GUIDELINES	Permanent/hard/electronic archival	Program	Education Act Copyright Act
CURRICULUM IMPLEMENTATION	Superseded/hard/electronic archival/shred/delete	Program	Education Act
CURRICULUM PLANNING AND PROPOSALS	Program Approval + 4 yrs./archive/shred/delete	Program	Education Act
CURRICULUM REVIEWS	Superseded/archive/shred/delete	Program	Education Act
EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES	Superseded/archive/shred/delete	Program	Education Act
IN-SCHOOL PROGRAMS - Non-Curriculum	Superseded/archive/shred/delete	Program	Education Act
LIBRARY SERVICES	Superseded + 1 yr./shred/delete	Program	Education Act
NIGHT SCHOOL	Current + 5 yrs./shred/delete	Alt. Ed.	Mun. FOIPPA Education Act
OUTLINES AND COURSES OF STUDY	Superseded/shred/delete	Program	Education Act
RESEARCH - PROGRAM-RELATED	Research Completion + 5 yrs./shred/delete	Program	Operational Need
SECOND LANGUAGE PROGRAMS	Current + 1 yr./shred/delete	Program	Operational Need
SUMMER SCHOOL PROGRAM	Current + 5 yrs./shred/delete	Alt. Ed.	Education Act
VOCATIONAL COUNSELLING MATERIALS	Superseded/shred/delete	Program	Operational Need
VOLUNTEER PROGRAMS	Superseded/shred/delete	Program	Mun. FOIPPA

FAC - Facilities/Building Maintenance/Operations			
ACCOMMODATIONS PLANNING	Current + 4 yrs./shred/delete	Facilities	Operational Need
BUILDING AND SITE APPROVALS	Life of Facility + 6 yrs./archive/shred/delete	Facilities	Limitations Act Building Code
CAPITAL BUILDING PROJECTS	Project Completion + 6 yrs./archive/shred/delete	Facilities	Limitations Act
CARETAKERS DAILY LOG	Life of Facility + 6 yrs./shred/delete	Facilities	Building Code OH&S Act Environmental Protection Act
DAYCARE PROGRAMS AND CENTRES	Superseded/shred/delete	Facilities	Education Act
DRAWINGS AND MAPS	Life of Facility+ 6 yrs./archive/shred/delete	Facilities	Building Code
ENVIRONMENTAL MATTERS	Permanent	Facilities	OH&S Act Environmental Protection Act
FIRE DRILLS	Current + 1 yr./shred/delete	Facilities	Fire Code
FOOD SERVICES	Superseded/shred/delete	Facilities	Operational Need
INSPECTIONS	Life of Facility + 6 yrs./shred/delete	Facilities	Building Code OH&S Act Environmental Protection Act Elevating Devices Act
MAINTENANCE	Current + 5 yrs./shred/delete	Facilities	Elevating Devices Act
MUNICIPAL BY-LAWS AND OFFICIAL PLANS	Superseded/shred/delete	Facilities	Operational Need
MUNICIPAL PLANNING AND DEVELOPMENT	Current + 5 yrs./shred/delete	Facilities	Operational Need
OPERATIONAL EQUIPMENT	Life of Equipment + 6 yrs./shred/delete	Facilities	Limitations Act
OPERATIONS	Current + 5 yrs./shred/delete	Facilities	Operational Need
PERMANENT IMPROVEMENTS	Permanent	Facilities	Limitations Act
SALE	Life of Facility + 6 yrs./shred/delete	Facilities	Expropriations Act
PROPERTY DAMAGE REPORTS	Current + 6 yrs./shred/delete	Facilities	Negligence Act
SCHOOL AND CLASSROOM EQUIPMENT	Disposal of Equipment + 6 yrs./shred/delete	Facilities	Limitations Act
SECURITY	Superseded/shred/delete	Facilities	Mun. FOIPPA
SITE SURVEYS	Facility Closure + 6 yrs./shred/delete	Facilities	Limitations Act
SPECIFICATIONS	Life of Facility + 6 yrs./shred/delete	Facilities	Limitations Act Building Code
SUBSTANCE CONTROL	Permanent	Facilities	OH&S Act
TELECOMMUNICATIONS SYSTEMS	Disposal of Equipment + 6 yrs./shred/delete	Facilities	Limitations Act
VEHICLES/FLEET MANAGEMENT	Disposal of Vehicle + 2 yrs./shred/delete	Facilities	Highway Traffic Act Limitations Act
WORK ORDERS	Current + 5 yrs./shred/delete	Facilities	Operational Need

FIN - Finance			
ACCOUNTS PAYABLE & RECEIVABLE	Current + 6 yrs./shred/delete	Accounting	Income Tax Act Corporations Act Canada Revenue Agency
AUDITS AND ACCOUNT RECONCILIATION	Current + 6 yrs./shred/delete	Accounting	Income Tax Act Corporations Act Canada Revenue Agency
BANKING AND CHEQUES	Current + 6 yrs./shred/delete	Accounting	Income Tax Act Corporations Act Canada Revenue Agency
BUDGETS	Current + 6 yrs./electronic archive (EFIS)/delete	Accounting	Income Tax Act Corporations Act Canada Revenue Agency
CAPITAL ASSETS	Termination + 6 yrs./archive/delete	Accounting	Income Tax Act Corporations Act Canada Revenue Agency
CAPITAL PROJECTS FINANCING (incl. Debentures and Bonds)	Redemption of Issue + 6 yrs./archive/delete	Accounting	Income Tax Act Corporations Act Canada Revenue Agency
CONTRACT RELEASES	Current + 6 yrs./shred/delete	Purchasing	Corporations Act Income Tax Act Canada Revenue Agency Corporations Tax Act
ENROLMENT STATISTICS (incl. actual counts and projections)	Current + 10 yrs./shred/delete		Education Act s. 8(1)(8)
FINANCIAL STATEMENTS, WORKING PAPERS AND GENERAL LEDGERS	Permanent/electronic archive (EFIS)	Accounting	Corporations Act Income Tax Act Canada Revenue Agency Canada Labour Code Canada Pension Plan Employment Insurance Act Corporation Tax Act Evidence Act Excise Tax Act
FORECASTS AND FINANCIAL REPORTS	Current + 6 yrs./electronic archive (EFIS)/delete	Accounting	Corporations Act Canada Revenue Agency Canada Labour Code Canada Pension Plan Employment Insurance Act Corporation Tax Act
GRANTS AND SUBSIDIES	Expiry of Grant + 6 yrs./shred/delete	Accounting	Corporations Act Income Tax Act Canada Revenue Agency Canada Labour Code Canada Pension Plan Employment Insurance Act Corporations Tax Act

HST REBATE - REQUEST FOR	Current + 6 yrs./shred/delete	Accounting	Canada Revenue Agency
INSURANCE	Permanent/electronic archive	Finance	Limitations Act Insurance Act Highway Traffic Act Mun. FOIPPA
INTERNATIONAL STUDENTS	Contract Termination/shred/delete	Finance	Operational Need
INVESTMENTS	Account Closure + 6 yrs./shred/delete	Accounting	Corporations Act Income Tax Act Canada Revenue Agency Canada Labour Code Canada Pension Plan Employment Insurance Act Corporations Tax Act
LEASES	Period of Lease + 6 yrs./shred/delete	Accounting	Limitations Act Income Tax Act
LEVIES AND TAXATION	Current + 6 yrs./shred/delete	Accounting	Corporations Act Income Tax Act Canada Revenue Agency Canada Labour Code Canada Pension Plan Employment Insurance Act Corporations Tax Act
MINISTRY STATISTICAL REPORTS	Permanent/electronic archive	Finance	Education Act s. 8(1)(8)
OCTOBER BOARD REPORTS	Current + 10 yrs./Shred	Finance	Education Act
PAYROLL:			Corporations Act Income Tax Act Canada Revenue Agency Canada Labour Code Canada Pension Plan Employment Insurance Act Corporations Tax Act Employment Standards Act Pension Benefits Act Workplace Safety & Insurance Act Industrial Standards Act OMERS Guidelines Evidence Act
T4, TD1, T2200, Pension & Salary Payment Verification Records	Permanent/electronic archive	Payroll	

All Other Payroll Records	Current + 6 yrs./shred/delete	Payroll	Corporations Act Income Tax Act Canada Revenue Agency Canada Labour Code Canada Pension Plan Employment Insurance Act Corporations Tax Act Employment Standards Act Pension Benefits Act Workplace Safety & Insurance Act Industrial Standards Act OMERS Guidelines Evidence Act
PURCHASE ORDERS	Current + 6 yrs./shred/delete	Purchasing	Income Tax Act Corporations Act Canada Revenue Agency
SCHOLARSHIPS AND BEQUESTS	Permanent/electronic archive	Accounting	Income Tax Act Corporations Act Canada Revenue Agency
SCHOOL GENERATED FUNDS	Current + 6 yrs./shred/delete	Accounting	Corporations Act Canada Revenue Agency Canada Labour Code Canada Pension Plan Employment Insurance Act Corporations Tax Act
SIGNING OFFICERS	Superseded/shred/delete	Accounting	Operational Need
STRATEGIC PLANNING incl. student demographics	Superseded/archive/shred/delete	Finance	Operational Need
SUBSIDIARY LEDGERS REGISTERS AND JOURNALS	Current + 6 yrs./shred/delete	Accounting	Corporations Act Income Tax Act Canada Revenue Agency Canada Labour Code Canada Pension Plan Employment Insurance Act Corporations Tax Act
TENDERS AND QUOTATIONS	Current + 6 yrs./shred/delete	Purchasing	

HUM - Human Resources			
ATTENDANCE ADMINISTRATION - EMPLOYEES	Retirement + 7 yrs./shred/delete	Human Resources	Employment Standards Act Mun. FOIPPA Canada Labour Code
BENEFITS ADMINISTRATION (including life insurance, dental & medical plans)	Retirement + 7 yrs./shred/delete	Human Resources	Operational Need
COLLECTIVE AGREEMENTS	Permanent	Human Resources	Employment Standards Act, Labour Relations Act
CRIMINAL RECORD CHECK & OFFENCE DECLARATIONS	Current (superseded/shred) + Retirement + 7 yrs./shred/delete	Human Resources	Collection of Personal Information - Education Act, Reg. 521/01 Education Act Mun. FOIPPA
DOMESTIC VIOLENCE SAFETY PLAN	10 yrs.	Supervisor	Occupational Health & Safety Act
EQI/EQ360 REPORTS	electronic 1 yr./shred	Human Resources	Operational Need
EMPLOYEE RECORDS (GENERAL) (i.e. correspondence, certificates, qualifications)	Retirement + 7 yrs./shred	Human Resources	Employment Standards Act Mun. FOIPPA Pension Benefits Act Industrial Standards Act Canada Labour Code Canada Pension Plan Human Rights Code Evidence Act Employment Equity Act Education Act Insurance Act
EMPLOYMENT CONTRACTS (individual)	Retirement + 7 yrs./shred	Human Resources	Collective Agreements Labour Relations Act
GRIEVANCES	Permanent/electronic archive	Human Resources	Mun. FOIPPA Evidence Act Collective Agreements
HARASSMENT/DISCRIMINATION RECORDS (including Workplace Conflict & Discipline)	Retirement + 7 yrs./shred/delete	Human Resources	Human Rights Code, Collective Agreements, Labour Relations Act
HEALTH & SAFETY ADMINISTRATION	Permanent/electronic archive	Human Resources	Occupational Health & Safety Act Environmental Protection Act
HEALTH AND SAFETY - MINISTRY REPORTS	Permanent/electronic archive	Human Resources	Occupational Health & Safety Act
HUMAN RESOURCES - GENERAL	Current + 1 yr./shred/delete	Human Resources	
HUMAN RESOURCES - PLANNING	Current + 4 yrs./shred/delete	Human Resources	Operational Need
JOB DESCRIPTIONS & JOB EVALUATION	Termination of Job + 7 yrs./shred/delete	Human Resources	Education Act Employment Standards Act Industrial Standards Act Canada Labour Code Human Rights Code
LABOUR CERTIFICATION	Permanent	Human Resources	Labour Relations Act

LEAVES OF ABSENCE	Retirement + 7 yrs./shred/delete	Human Resources	Operational Need
LITIGATION INFORMATION	Duration of litigation	Human Resources	Operational Need
MEDICAL RECORDS	Retirement + 7 yrs./shred/delete	Human Resources	
MEMORANDA OF AGREEMENTS	Permanent	Human Resources	Employment Standards Act, Labour Relations Act
NEGOTIATIONS	Termination of Contract + 20 yrs./shred/delete	Human Resources	Collective Agreements Labour Relations Act
PERFORMANCE APPRAISALS	Retirement + 7 yrs./shred/delete	Human Resources	Collective Agreements
POSTINGS	Current + 3 yrs./shred/delete - teaching Current + 7 yrs./shred/delete - support staff	Human Resources	
RECRUITMENT	1 yr./shred	Human Resources	Mun. FOIPPA
SENIORITY LIST	Superseded + 5 yrs./shred/delete	Human Resources	Labour Relations Act
STAFF DEVELOPMENT, EDUCATION AND TRAINING	Superseded	Human Resources	Education Act
STAFF PROJECTIONS AND ASSIGNMENTS (Schools)	Current + 2 yrs./shred/delete	Human Resources	Mun. FOIPPA
TRANSFERS, PLACEMENTS/ PROMOTIONS	Current + 2 yrs./shred/delete	Human Resources	Collective Agreements
VIOLENCE IN THE WORKPLACE RISK ASSESSMENT TEMPLATE	10 yrs.	Human Resources	Occupational Health and Safety Act
WORKERS SAFETY & INSURANCE CLAIMS	7 yrs.	Human Resources	WSIB Act Mun. FOIPPA

SPE - Special Education / Student Services			
ATTENDANCE COUNSELLING	Current + 3 yrs./shred/delete	Student Services	Education Act Mun. FOIPPA
BEHAVIOUR MANAGEMENT INTERVIEWS	Retirement + 5 yrs./shred/delete	Special Education	Mun. FOIPPA P.H.I.P.P.A. Ontario Student Record Guideline
GIFTED PROGRAMS	Superseded/archive	Special Education	Education Act
GIFTED SCREENING	Retirement + 5 yrs./shred/delete	Special Education	Education Act
HEARING AND VISION SERVICES AND PROGRAMS	Superseded/archive	Special Education	Education Act
LANGUAGE AND SPEECH ASSESSMENTS	To Age 28/shred/delete	Special Education	Education Act P.H.I.P.P.A.
LANGUAGE AND SPEECH SERVICES AND PROGRAM	Superseded/archive	Special Education	Education Act
PERSONALIZED EQUIPMENT	Student Retirement/archive	Special Education	Education Act
PSYCHO-EDUCATIONAL RECORDS	To Age 28/shred/delete	Special Education	P.H.I.P.P.A. Education Act
PSYCHOLOGICAL ASSESSMENTS	To Age 28/shred/delete	Special Education	Education Act P.H.I.P.P.A.
SALEP APPLICATION AND APPROVAL	Retirement + 5 yrs./shred/delete	Student Services	Education Act
SECTION 20 PROGRAM AND SERVICES	Superseded/archive	Special Education	Education Act
SECTION 20 RECORDS	5 yrs./electronic archival	Special Education	Education Act
SPECIAL EDUCATION PROGRAM ADMINISTRATION	Superseded/archive	Special Education	Education Act
SPECIAL EDUCATION SERVICE REFERRALS	Retirement + 5 yrs./shred/delete	Special Education	Education Act Mun. FOIPPA
SPEECH AND LANGUAGE PATHOLOGY ASSESSMENTS	To Age 28/shred/delete	Special Education	P.H.I.P.P.A. Education Act CASLPO Professional Conduct Regulations
SPEECH AND LANGUAGE PATHOLOGY RECORDS	Student Retirement + 10 yrs./shred/delete	Special Education	P.H.I.P.P.A. Education Act
STUDENT SUPPORT COUNSELLING RECORDS	Current + 3 yrs./shred/delete	Student Services	P.H.I.P.P.A. Education Act
VISIO/HEARING SERVICES ASSESSMENTS	To Age 28/shred/delete	Special Education	Education Act
VOCATIONAL TESTING SERVICES	Superseded/archive	Special Education	Education Act

SYS - SYSTEMS			
AUDIO/VISUAL SERVICES	Superseded/shred/delete	Program	
ADMINISTRATIVE AND INSTRUCTIONAL COMPUTER SYSTEMS DEVELOPMENT	Superseded/shred/delete	Information Services	Operational Need
ADMINISTRATIVE AND INSTRUCTIONAL COMPUTER HARDWARE AND SOFTWARE SYSTEMS MAINTENANCE AND PRODUCTION	Current + 5 yrs./shred/delete	Information Services	Operational Need
ADMINISTRATIVE AND INSTRUCTIONAL COMPUTER SYSTEMS PROCUREMENT	Superseded/shred/delete	Information Services	Operational Need

TRA - Transportation			
BUS ACCIDENTS	Resolution of Claim + 6 yrs./shred/delete	Transportation	Limitations Act Mun. FOIPPA
BUS BEHAVIOUR SLIPS	Current yr./shred/delete	Transportation	Education Act
BUS ROSTER	Current + 1 yr./shred/delete	Transportation	Operational Need
AUDITED BUS ROUTES	Current + 6 yrs./delete	Transportation	Mun. FOIPPA
SCHOOL BOUNDARIES	Superseded/archive	Business	Education Act
STUDENT TRANSPORTATION DATA REPORT	Current + 6 yrs./shred/delete	Transportation	Education Act
TRANSPORTATION CONTRACTS	Current + 6 yrs./shred/delete	Transportation	Education Act
TRANSPORTATION RECEIVABLES	Current + 6 yrs./shred/delete	Accounting	Corporations Act Income Tax Act Canada Revenue Agency Corporation Tax Act Construction Lien Act

Education Act 5217 (1) 21 (3), (4) BPS Procurement Directive Agreement on Internal Trade Ontario and Quebec Trade Agreement

See also: ADM - Contracts and Agreements