

SCH - School				
ADMISSION - REGISTRATION FORM	Current + 2 yrs./shred/delete	Main Office	Education Act	
ADULT EDUCATION PROGRAM AND ADMINISTRATION	Until superseded	Adult Ed Srv	Education Act	
ALTERNATIVE EDUCATION	Until superseded		Education Act	
ANNUAL LEARNING PLAN	Retirement + 5 yrs. OSR/shred/delete	Guidance	Education Act Mun. FOIPPA	
ATTENDANCE (STAFF)	Current + 1 yr./shred/delete	Main Office	Employment Standards Act Mun. FOIPPA Canada Labour Code Collective Agreements	
ATTENDANCE COUNSELLING	Current + 1 yr./shred/delete	Main Office/ Guidance	Education Act Mun. FOIPPA	
AUDITS - MINISTRY	Current + 5 yrs./shred/delete	Main Office	Education Act	
AUTHORIZATION TO ADD OR WITHDRAW FROM COURSES (SECONDARY)	Current + 1 yr./shred/delete	Main Office	Education Act	
BEHAVIOUR CASE RECORDS	Current + 1 yr./shred/delete	Principal Vice Principal	Education Act Mun. FOIPPA	
BURSARIES AND AWARDS (SECONDARY)	Permanent/Electronic Archive	Main Office	Mun. FOIPPA	
BUS BEHAVIOUR SLIPS	Current + 1 yr./shred/delete	Main Office	Operational Need	
BUS ROUTES	Minimum 12 mos./Superseded/shred/delete	Main Office	Mun. FOIPPA	
CAS REPORT TRACKING BINDER	Retirement + 5 yrs./shred/delete	Principal	Child and Family Services Act Education Act Mun. FOIPPA TLDSB Procedure OP-6505-AP	
CONTINUING EDUCATION	Current + 1 yr./shred/delete	Adult Ed Srvs	Education Act Mun. FOIPPA	
COOPERATIVE PROGRAM (SECONDARY)	Completion of Course + 1 yr./shred/delete	Guidance	Education Act Mun. FOIPPA	
COURSE CALENDARS (SECONDARY)	Superseded/Selective Archival	Main Office	Education Act	
DAILY ATTENDANCE REGISTERS	Current + 3 yrs./Electronic Archive	Guidance	Education Act	
DOMESTIC VIOLENCE SAFETY PLAN	10 yrs.	Supervisor	Occupational Health & Safety Act	
EMERGENCY CONTACT INFORMATION	Superseded/shred/delete	Main Office	Mun. FOIPPA	
ENROLMENT STATISTICS incl. actual counts and projections	Current + 1 yr./shred/delete	Main Office	Education Act	
EQAO BOOKLETS	Current + 1 yr./shred/delete	Main Office	Education Act	
EQUIPMENT WARRANTIES AND USER MANUALS	Life of Equipment/shred/delete	Main Office/Caretaker	Operational Need	
EXAMINATION SCHEDULES (SECONDARY)	Superseded/shred/delete	Main Office (Elemen.) Guidance (Sec.)	Operational Need	
EXPULSION - Notice of Suspension (pending Expulsion Inquiry)	No Expulsion occurred - current + 3 yrs. w/no violent incidents/shred/delete Expulsion occurred - Date of Expulsion + 5 yrs./shred/delete	Main Office (OSR)		
EXPULSION - Serious Violent Incident Form	Date of Expulsion + 5 yrs./shred/delete	Main Office (OSR)	See Also: Violent Incident Report	
EXPULSION - Notice of Expulsion Inquiry Findings	Date of Expulsion + 5 yrs./shred/delete	Main Office (OSR)		

EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES	Superseded/Selective Archival	Main Office	Operational Need
FIELD TRIPS	Current + 1 yr./shred/delete	Main Office/Classroom	Operational Need
FIRE DRILLS/CODE RED	Current + 1 yr./shred/delete	Main Office	Ontario Fire Code
FIRE/EMERGENCY PLAN	Superseded/shred/delete	Main Office	Ontario Fire Code Occupational Health and Safety Act
FUNDRAISING - GENERAL INFORMATION	Superseded/shred/delete	Main Office/Classroom	Operational Need
HEALTH AND NUTRITION PROGRAMS	Superseded/shred/delete	Guidance	Operational Need
HEALTH RECORDS/STUDENTS personal health; medical information, incl. notes from home/physician	Retirement + 5 yrs. OSR/shred/delete	Main Office	Education Act Mun. FOIPPA
INDIVIDUAL EDUCATION PLANS	Current/OSR	Main Office	Education Act Mun. FOIPPA
KEY HOLDERS' LIST	Superseded/shred/delete	Main Office/Caretaker	Operational Need
LETTERS TO PARENTS	Current + 1 yr./shred/delete	Main Office	Operational Need
LITERACY AND BASIC SKILLS PROGRAM	Current + 1 yr./shred/delete	Adult Ed Svcs	LBS Guidelines and Policies
MAPS OF SCHOOL	Superseded/shred/delete	Main Office/Caretaker	Building Code Act
MARK ENTRY SHEETS (SECONDARY)	Current + 1 yr./shred/delete	Main Office/Attendance	Mun. FOIPPA
MEDICATION - STUDENTS General Information; Instructions	Expiry to Change + 1 yr./shred/delete	Main Office	Mun. FOIPPA
MEMORABILIA crest, logo, seal, motto; song/cheer; collectibles	Permanent/Archive (at Administrator's discretion)	Main Office	Operational Need
MINISTRY MEMORANDUMS, DIRECTIVES, GUIDELINES, ETC.	Superseded/shred/delete	Main Office	Operational Need
MINISTRY REPORTS	Current + 3 yrs./shred/delete	Main Office	Education Act
NEWSLETTERS	Superseded/Selective Archival	Main Office	Operational Need
OFFICE INDEX CARD	Retirement + 55 yrs./shred/delete	Main Office	Education Act
ONTARIO STUDENT RECORD	Retirement + 5 yrs./Transfer to Corporate (purging specific contents as per OSR Guidelines) Folder and Transcript electronically archived	Main Office	Education Act Ontario Student Record Guidelines Mun. FOIPPA
OSR - REQUEST FOR ONTARIO STUDENT RECORD REQUESTS FOR TRANSFER	Current + 1 yr./shred/delete Withdrawal Forms - Current + 1 yr./shred/delete	Main Office - Elem. Guidance - Sec.	Education Act Mun. FOIPPA
ONTARIO STUDENT TRANSCRIPT	OSR - Retirement + 5 yrs./Transfer to Corporate	Main Office	See Also: Ontario Student Record Limitations Act Mun. FOIPPA Negligence Act Public Authorities Protection Act
PERMITS - USE OF FACILITIES	Expiry + 1 yr./shred/delete	Main Office	Public Authorities Protection Act
POST SECONDARY EDUCATION	Superseded/shred/delete	Guidance	Operational Need
P.L.A.R. (Prior Learning Assessment and Recognition)	Current + 1 yr./shred/shred	Adult Ed Svcs	Education Act TLDSB Procedures
REGISTER OF FULL-TIME ENROLMENT FOR SECONDARY SCHOOLS	Current +2 yrs./shred/delete	Main Office	Education Act
REPORT CARDS	Retirement + 5 yrs./shred/delete	Main Office	Education Act

SALEP APPLICATION AND APPROVAL	Retirement + 5 yrs./shred/delete	Main Office	Education Act
SCHOLARSHIP INFORMATION (SECONDARY)	Superseded/shred/delete	Guidance	Operational Need
SCHOOL COUNCIL RECORDS	Current + 4 yrs./shred/delete	Principal	Education Act
SCHOOL EVENTS	Superseded/Selective Archival	Main Office	Operational Need
SCHOOL GENERATED FUNDS	Current + 6 yrs./shred/delete		
SCHOOL PROFILE	Superseded/Archive	Main Office	Operational Need
SCHOOL VISITORS' BOOK	Current + 1 yr./shred/delete	Main Office	Education Act
STUDENT IDENTIFICATION CONSENT FORMS (AF 6806)	Student Retirement/shred/delete	Main Office	Education Act
STUDENT INFORMATION FORMS	Current + 2 yrs./shred/delete	Main Office	Education Act
STUDENT SAFETY PLANS	Current +1yr./shred/delete	Principal Vice Principal	Education Act Mun. FOIPPA
STUDENT SERVICES REFERRAL FORM	Current Yr./shred/delete	Main Office (OSR)	Education Act
STUDENT TIMETABLES (SECONDARY)	Current/OSR	Guidance	Mun. FOIPPA
SUSPENSIONS (OSR) Notice of One-Day Suspension (Teacher) Notice of Suspension (Administrator) Notice of Suspension (Violent Behaviour) Violent Incident Form	Annual Review by Principal/Discretion to Shred/delete Annual Review by Principal/Discretion to Shred/delete Current + 3 yrs. w/no violent incidents/shred/delete Current + 3 yrs. w/no violent incidents/shred/delete	Main Office	Education Act
TIME SHEETS - Staff	Current + 1 yr./shred/delete	Main Office	Corporations Act Income Tax Act Canada Revenue Agency Canada Labour Code Canada Pension Plan Employment Insurance Act
TRANSPORTATION REQUESTS Field Trips	Current + 1 yr./shred/delete	Main Office	Operational Need
UNION/FEDERATION COMMUNICATIONS	Superseded/shred/delete	Main Office	Operational Need
VIDEO SURVEILLANCE LOGS/REGISTERS	Current + 1 yr./shred /delete	Main Office	Mun. FOIPPA
VIDEO SURVEILLANCE RECORDS (digital/video cassettes)	When accessed for safety/law enforcement purposes - 1 yr. from last viewing/destroy When not required for safety/law enforcement purposes: Digital - 28 days post recording/destroy Video - 7 days post recording/destroy	Main Office - secured	Mun. FOIPPA
VIOLENCE IN THE WORKPLACE RISK ASSESSMENT TEMPLATE	10 yrs. Resulting from Suspension - Current + 3 yrs. w/no violent incidents/shred/delete Resulting from Expulsion - Date of Expulsion + 5 yrs./shred/delete	Main Office/Human Resources	Occupational Health and Safety Act
VIOLENT INCIDENT REPORT		Main Office (OSR)	Education Act
VOLUNTEERS - CRIMINAL RECORD CHECK	Superseded/shred/delete	Main Office	Mun. FOIPPA
VOLUNTEERS - GENERAL	Superseded/shred/delete	Main Office	Mun. FOIPPA
WHMIS & MATERAL SAFETY DATA SHEETS	Superseded/shred/delete	Caretaker	Occupational Health and Safety Act

[REDACTED]				
YEARBOOKS	Permanent/Historical Value	Main Office/Library	Operational Need	