

SUBJECT	RETENTION/DISPOSITION PERIOD	FUNCTION	RESPONSIBLE DEPARTMENT	VALUE
ADM - ADMINISTRATION				
ACCOMMODATION REVIEW COMMITTEES – PERMANENT BINDER RECORD	Permanent	ADM	Director's Office	Administrative Practice
ACCOMMODATION REVIEW COMMITTEES - SUPPLEMENTARY INFORMATION	Current + 1yr/shred/delete	ADM	Director's Office	Administrative Practice
ACTS AND REGULATIONS	Superseded/shred/delete	ADM	Director's Office	Operational Need
ADMINISTRATION - GENERAL	Current + 1 yr./shred/delete	ADM	Director's Office	Operational Need
ASSOCIATIONS AND ORGANIZATIONS	Current + 1 yr./shred/delete	ADM	Senior Admin.	Operational Need
BOARD AGENDAS (including administrative reports)	Permanent/electronic archival	ADM	Director's Office	Corporations Act Education Act Income Tax Act
BOARD MINUTES	Permanent/hard and electronic archival	ADM	Director's Office	Corporations Act Education Act Income Tax Act Mun. FOIPPA
BOARD ORGANIZATION CHART	Superseded/electronic archival/delete	ADM	Senior Administration	Operational Need
BOARD REPORTS	Current + 1 yr./electronic archival/delete	ADM	Director's Office	Education Act Mun. FOIPPA
CLAIMS/LITIGATION	Resolution of Claim + 6 yrs./shred/delete	ADM	Director's Office	Limitations Act Mun. FOIPPA
COMMITTEES AND MEETINGS	Disbandment + 1 yr./electronic archival/delete	ADM	Director's Office	Operational Need
CONFERENCES, WORKSHOPS AND SEMINARS	Current + 1 yr./shred/delete	ADM	Originating Dept.	Operational Need
DIRECTOR'S COUNCIL MEETINGS	Electronic archival	ADM	Director's Office	Administrative Practice
DISTRICT SCHOOL COUNCIL	Superseded/shred/delete	ADM	Director's Office	Education Act
ELECTION OF CHAIR/VICE-CHAIR/PAST CHAIR RESULTS	On motion of Board/shred	ADM	Director's Office	Operational Need
ELECTIONS	Current + 4 yrs./shred/delete	ADM	Director's Office	Corporations Act
FIRE/EMERGENCY PLAN	Superseded/shred/delete	ADM	Senior Admin.	Ontario Fire Code Occupational Health & Safety Act
FORMS MANAGEMENT/ ADMINISTRATION	Superseded/shred/delete	ADM	Director's Office	Operational Need
FREEDOM OF INFORMATION	Resolution + 1 yr./shred/delete	ADM	Director's Office	Mun. FOIPPA
GENERAL NUMBERED MEMORANDA	Permanent/electronic archival	ADM	Director's Office	Operational Need
INTERGOVERNMENTAL RELATIONS	Current + 1 yr./shred/delete	ADM	Senior Admin.	Operational Need
MINISTRY OF EDUCATION AUDITS	Current + 6 yrs./shred/delete	ADM	Originating Department	Education Act
MINISTRY OF EDUCATION GUIDELINES	Superseded/shred/delete	ADM	Operational Need	Operational Need
POLICIES AND PROCEDURES, BYLAWS	Permanent/electronic archival	ADM	Director's Office	Operational Need
RECORDS MANAGEMENT	Superseded/shred/delete	ADM	Director's Office	Operational Need
RESEARCH	Research Completion + 5 yrs./shred/delete	ADM	Senior Administration	Operational Need
SCHOOL ORGANIZATION/ PROFILES	Superseded/electronic archival/delete	ADM	Senior Administration	Operational Need
SCHOOLS AND SCHOOL BOARDS	Current + 4 yrs./shred/delete	ADM	Senior Admin.	Operational Need
STAFF MEETINGS	Current + 1 yr./shred/delete	ADM	Senior Admin.	Operational Need
STATUTORY TRUSTEE COMMITTEES	Permanent/electronic archival	ADM	Director's Office	Corporations Act Corporation Tax Act Education Act Income Tax Act
STRATEGIC PLANNING incl. student demographics	Superseded/archive/shred/delete	ADM	Director's Office	Operational Need
MEMORANDUMS OF UNDERSTANDING WITH COMMUNITY PARTNERS	Superseded/+3 yrs without service/shred/delete	ADM	Special Education	Operational Need

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BUS - BUSINESS				
CONTRACTS AND AGREEMENTS (under seal)	Permanent/electronic archive	BUS	Business	Limitations Act Construction Lien Act Professional Engineers Act
CONTRACTS AND AGREEMENTS (simple)	Expiry of Contract + 6 yrs./shred/delete	BUS	Business	Limitations Act
DEEDS	Disposal of Property/shred/delete	BUS	Finance	Operational Need
COM - COMMUNICATIONS				
ADVERTISING	Current + 1 yr./electronic archival/delete	COM	Director's Office	Operational Need
AWARDS AND RECOGNITION	Superseded/electronic archival/delete	COM	Director's Office	Operational Need
COMMUNICATIONS - GENERAL	Current + 1 yr./shred/delete	COM	Director's Office	Operational Need
COMPLAINTS AND COMMENDATIONS	Current + 5 yrs./electronic archival/delete	COM	Director's Office	Operational Need
MEDIA RELEASES/NEWS RELEASES	Current + 3 yrs./electronic archival/delete	COM	Director's Office	Operational Need
MEMORABILIA	Permanent	COM	Director's Office	Operational Need
PHOTOGRAPHS - BUILDING	Permanent/electronic archival	COM	Director's Office	Operational Need
MULTIMEDIA - STUDENTS (including photos, videos, etc.)	Current + 5 yrs./electronic/shred	COM	Director's Office	Operational Need
PUBLICATIONS (IN-HOUSE)	Superseded/hard archival/shred	COM	Director's Office	Operational Need
SPEECHES	Current + 3 yrs./electronic archival/delete	COM	Director's Office	Operational Need
EMP - EMPLOYEE SERVICES				
ATTENDANCE ADMINISTRATION - EMPLOYEES	Retirement + 7 yrs./shred/delete	EMP	Employee Services	Employment Standards Act Mun. FOIPPA
BENEFITS ADMINISTRATION (including life insurance, dental & medical plans)	Retirement + 7 yrs./shred/delete	EMP	Employee Services	Operational Need
COLLECTIVE AGREEMENTS	Permanent	EMP	Employee Services	Labour Relations Act
CRIMINAL RECORD CHECK & OFFENCE DECLARATIONS	Current (superseded/shred) + Retirement + 7 yrs./shred/delete	EMP	Employee Services	Collection of Personal Information - Education Act, Reg. 521/01 Education Act Mun. FOIPPA
DOMESTIC VIOLENCE SAFETY PLAN	10 yrs.	EMP	Employee Services	Occupational Health & Safety Act
EQ/EQ360 REPORTS	Current + 1 yr./electronic/shred/delete	EMP	Employee Services	Operational Need
EMPLOYEE RECORDS (GENERAL) (i.e.: correspondence, certificates, qualifications)	Retirement + 7 yrs./shred	EMP	Employee Services	Employment Standards Act Mun. FOIPPA Pension Benefits Act Canada Pension Plan Human Rights Code
EMPLOYMENT CONTRACTS (individual)	Retirement + 7 yrs./shred	EMP	Employee Services	Collective Agreements
GRIEVANCES	Permanent/electronic archive	EMP	Employee Services	Mun. FOIPPA Labour Relations Act Collective Agreements
HARASSMENT/DISCRIMINATION RECORDS (including Workplace Conflict & Discipline)	Retirement + 7 yrs./shred/delete	EMP	Employee Services	Human Rights Code Occupational Health and Safety Act
HEALTH & SAFETY ADMINISTRATION	Permanent/electronic archive	EMP	Employee Services	Occupational Health & Safety Act
HEALTH AND SAFETY - MINISTRY REPORTS	Permanent/electronic archive	EMP	Employee Services	Occupational Health & Safety Act
HUMAN RESOURCES - GENERAL	Current + 1 yr./shred/delete	EMP	Employee Services	Operational Need
HUMAN RESOURCES - PLANNING	Current + 4 yrs./shred/delete	EMP	Employee Services	Operational Need
JOB DESCRIPTIONS & JOB EVALUATION	Termination of Job + 7 yrs./shred/delete	EMP	Employee Services	Education Act Employment Standards Act Pay Equity Act Human Rights Code
LABOUR CERTIFICATION	Permanent	EMP	Employee Services	Labour Relations Act
LEAVES OF ABSENCE	Retirement + 7 yrs./shred/delete	EMP	Employee Services	Operational Need
LITIGATION INFORMATION	Duration of litigation	EMP	Employee Services	Operational Need

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MEDICAL RECORDS	Retirement + 7 yrs./shred/delete	EMP	Employee Services	Accessibility for Ontarians with Disabilities Act Ontario Human Rights Code
MEMORANDUMS OF AGREEMENT	Permanent	EMP	Employee Services	Collective Agreements Labour Relations Act
NEGOTIATIONS	Termination of Contract + 20 yrs./shred/delete	EMP	Employee Services	Collective Agreements Labour Relations Act
PERFORMANCE APPRAISALS	Retirement + 7 yrs./shred/delete	EMP	Employee Services	Education Act Collective Agreements Mun. FOIPPA
POSTINGS	Current + 3 yrs./shred/delete - teaching Current + 7 yrs./shred/delete - support staff	EMP	Employee Services	Collective Agreements
RECRUITMENT	1 yr./shred	EMP	Employee Services	Collective Agreements Accessibility for Ontarians with Disabilities Act Ontario Human Rights Code Mun. FOIPPA
SENIORITY LIST	Superseded + 5 yrs./shred/delete	EMP	Employee Services	Collective Agreements
STAFF DEVELOPMENT, EDUCATION AND TRAINING	Superseded	EMP	Employee Services	Occupational Health and Safety Act Accessibility for Ontarians with Disabilities Act
STAFF PROJECTIONS AND ASSIGNMENTS (Schools)	Current + 2 yrs./shred/delete	EMP	Employee Services	Mun. FOIPPA
TRANSFERS, PLACEMENTS/ PROMOTIONS	Current + 2 yrs./shred/delete	EMP	Employee Services	Collective Agreements
VIOLENCE IN THE WORKPLACE RISK ASSESSMENT TEMPLATE	10 yrs.	EMP	Employee Services	Occupational Health and Safety Act
WORKERS SAFETY & INSURANCE CLAIMS	7 yrs.	EMP	Employee Services	Workplace Safety and Insurance Act Occupational Health and Safety Act Mun. FOIPPA
FAC - FACILITIES				
ACCOMMODATIONS PLANNING	Current + 4 yrs./shred/delete	FAC	Facilities	Operational Need
BUILDING AND SITE APPROVALS	Life of Facility + 6 yrs./archive/shred/delete	FAC	Facilities	Limitations Act Building Code Act
CAPITAL BUILDING PROJECTS	Project Completion + 6 yrs./archive/shred/delete	FAC	Facilities	Limitations Act
CARETAKERS DAILY LOG	Life of Facility + 6 yrs./shred/delete	FAC	Facilities	Building Code Occupational Health and Safety Act Environmental Protection Act
DAYCARE PROGRAMS AND CENTRES	Superseded/shred/delete	FAC	Facilities	Education Act
DRAWINGS AND MAPS	Life of Facility+ 6 yrs./archive/shred/delete	FAC	Facilities	Building Code Act
ENVIRONMENTAL MATTERS	Permanent	FAC	Facilities	Occupational Health and Safety Act Environmental Protection Act
FIRE DRILLS	Current + 1 yr./shred/delete	FAC	Facilities	Ontario Fire Code
FOOD SERVICES	Superseded/shred/delete	FAC	Facilities	Operational Need
INSPECTIONS	Life of Facility + 6 yrs./shred/delete	FAC	Facilities	Building Code Act Occupational Health and Safety Act Environmental Protection Act Elevating Devices Act
MAINTENANCE	Current + 5 yrs./shred/delete	FAC	Facilities	Fire Code Elevating Devices Act
MUNICIPAL BY-LAWS AND OFFICIAL PLANS	Superseded/shred/delete	FAC	Facilities	Operational Need
MUNICIPAL PLANNING AND DEVELOPMENT	Current + 5 yrs./shred/delete	FAC	Facilities	Operational Need
OPERATIONAL EQUIPMENT	Life of Equipment + 6 yrs./shred/delete	FAC	Facilities	Limitations Act
OPERATIONS	Current + 5 yrs./shred/delete	FAC	Facilities	Operational Need
PERMANENT IMPROVEMENTS	Permanent	FAC	Facilities	Limitations Act

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PROPERTY APPRAISALS, ACQUISITION AND SALE	Life of Facility + 6 yrs./shred/delete	FAC	Facilities	Expropriations Act
PROPERTY DAMAGE REPORTS	Current + 6 yrs./shred/delete	FAC	Facilities	Limitations Act Negligence Act
SCHOOL AND CLASSROOM EQUIPMENT	Disposal of Equipment + 6 yrs./shred/delete	FAC	Facilities	Limitations Act
SECURITY	Superseded/shred/delete	FAC	Facilities	Mun. FOIPPA
SITE SURVEYS	Facility Closure + 6 yrs./shred/delete	FAC	Facilities	Limitations Act
SPECIFICATIONS	Life of Facility + 6 yrs./shred/delete	FAC	Facilities	Limitations Act Building Code
SUBSTANCE CONTROL	Permanent	FAC	Facilities	Occupational Health and Safety Act
TELECOMMUNICATIONS SYSTEMS	Disposal of Equipment + 6 yrs./shred/delete	FAC	Facilities	Limitations Act
VEHICLES/FLEET MANAGEMENT	Disposal of Vehicle + 2 yrs./shred/delete	FAC	Facilities	Highway Traffic Act Limitations Act
WORK ORDERS	Current + 5 yrs./shred/delete	FAC	Facilities	Operational Need
FIN - FINANCES				
ACCOUNTS PAYABLE & RECEIVABLE	Current + 6 yrs./shred/delete	FIN	Accounting	Income Tax Act Corporations Act Canada Revenue Agency
AUDITS AND ACCOUNT RECONCILIATION	Current + 6 yrs./shred/delete	FIN	Accounting	Income Tax Act Corporations Act Canada Revenue Agency
BANKING AND CHEQUES	Current + 6 yrs./shred/delete	FIN	Accounting	Income Tax Act Corporations Act Canada Revenue Agency
BUDGETS	Current + 6 yrs./electronic archive/delete	FIN	Accounting	Income Tax Act Corporations Act Canada Revenue Agency
CAPITAL ASSETS	Termination + 6 yrs./archive/delete	FIN	Accounting	Income Tax Act Corporations Act Canada Revenue Agency
CAPITAL PROJECTS FINANCING (incl. Debentures and Bonds)	Redemption of Issue + 6 yrs./archive/delete	FIN	Accounting	Income Tax Act Corporations Act Canada Revenue Agency
CONTRACT RELEASES	Current + 6 yrs./shred/delete	FIN	Purchasing	Corporations Act Income Tax Act Canada Revenue Agency Corporations Tax Act
ENROLMENT STATISTICS (incl. actual counts and projections)	Current + 10 yrs./shred/delete	FIN	Finance	Education Act
FINANCIAL STATEMENTS, WORKING PAPERS AND GENERAL LEDGERS	Permanent/electronic archive (EFIS)	FIN	Accounting	Corporations Act Income Tax Act Canada Revenue Agency Canada Pension Plan Employment Insurance Act Corporations Tax Act Excise Tax Act
FORECASTS AND FINANCIAL REPORTS	Current + 6 yrs./electronic archive (EFIS)/delete	FIN	Accounting	Corporations Act Canada Revenue Agency Canada Pension Plan Employment Insurance Act Corporations Tax Act

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

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PURCHASE ORDERS	Current + 6 yrs./shred/delete	FIN	Purchasing	Income Tax Act Corporations Act Canada Revenue Agency
SCHOLARSHIPS AND BEQUESTS	Permanent/electronic archive	FIN	Accounting	Income Tax Act Corporations Act Canada Revenue Agency
SCHOOL GENERATED FUNDS	Current + 6 yrs./shred/delete	FIN	Accounting	Corporations Act Canada Revenue Agency Corporations Tax Act
SIGNING OFFICERS	Superseded/shred/delete	FIN	Accounting	Operational Need
SUBSIDIARY LEDGERS REGISTERS AND JOURNALS	Current + 6 yrs./shred/delete	FIN	Accounting	Corporations Act Income Tax Act Canada Revenue Agency Canada Pension Plan Employment Insurance Act Corporations Tax Act
TENDERS AND QUOTATIONS	Current + 6 yrs./shred/delete	FIN	Purchasing	Operational Need
PRO - PROGRAM				
COMMUNITY EDUCATION LIAISON	Superseded/archive/shred/delete	PRO	Program	Operational Need
COMPUTER EDUCATION	Superseded/shred/delete	PRO	Program	Operational Need
CURRICULUM GUIDELINES	Permanent/hard/electronic archival	PRO	Program	Education Act Copyright Act
CURRICULUM IMPLEMENTATION	Superseded/hard/electronic archival/shred/delete	PRO	Program	Education Act
CURRICULUM PLANNING AND PROPOSALS	Program Approval + 4 yrs./archive/shred/delete	PRO	Program	Education Act
CURRICULUM REVIEWS	Superseded/archive/shred/delete	PRO	Program	Education Act
IN-SCHOOL PROGRAMS - Non-Curriculum	Superseded/archive/shred/delete	PRO	Program	Education Act
LIBRARY SERVICES	Superseded + 1 yr./shred/delete	PRO	Program	Education Act
NIGHT SCHOOL	Current + 5 yrs./shred/delete	PRO	Alt. Ed.	Mun. FOIPPA Education Act
OUTLINES AND COURSES OF STUDY	Superseded/shred/delete	PRO	Program	Education Act
RESEARCH - PROGRAM-RELATED	Research Completion + 5 yrs./shred/delete	PRO	Program	Operational Need
SECOND LANGUAGE PROGRAMS	Current + 1 yr./shred/delete	PRO	Program	Operational Need
SUMMER SCHOOL PROGRAM	Current + 5 yrs./shred/delete	PRO	Alt. Ed.	Education Act
VOCATIONAL COUNSELLING MATERIALS	Superseded/shred/delete	PRO	Program	Operational Need
VOLUNTEER PROGRAMS	Superseded/shred/delete	PRO	Program	Mun. FOIPPA
SCH - SCHOOL				
ADMISSION - REGISTRATION FORM	Current + 2 yrs./shred/delete	SCH	Main Office	Education Act
ADULT EDUCATION PROGRAM AND ADMINISTRATION	Until superseded	SCH	Alternate Ed.	Education Act
ALTERNATIVE EDUCATION	Until superseded	SCH	Alternate Ed.	Education Act
AUDITS - MINISTRY	Current + 5 yrs./shred/delete	SCH	Main Office	Education Act
AUTHORIZATION TO ADD OR WITHDRAW FROM COURSES (SECONDARY)	Current + 1 yr./shred/delete	SCH	Main Office	Education Act
BURSARIES AND AWARDS (SECONDARY)	Current + 6 yrs./electronica archive/delete	SCH	Main Office	Mun. FOIPPA
BUS BEHAVIOUR SLIPS	Current + 1 yr./shred/delete	SCH	Main Office	Operational Need
BUS ROUTES	Current + 1 yr./superseded/shred/delete	SCH	Main Office	Mun. FOIPPA
CAS REPORT TRACKING BINDER	Retirement + 5 yrs./shred/delete	SCH	Principal	Child and Family Services Act Education Act Mun. FOIPPA TLDSB Procedure OP-6505-AP

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CONTINUING EDUCATION	Current + 1 yr./shred/delete	SCH	Alternate Ed.	Education Act Mun. FOIPPA
COOPERATIVE PROGRAM (SECONDARY)	Completion of Course + 1 yr./shred/delete	SCH	Guidance	Education Act
COURSE CALENDARS (SECONDARY)	Superseded/Selective Archival	SCH	Main Office	Education Act
DAILY ATTENDANCE REGISTERS	Current + 3 yrs./Electronic Archive	SCH	Main Office	Education Act
DOMESTIC VIOLENCE SAFETY PLAN	10 yrs.	SCH	Supervisor	Occupational Health & Safety Act
EMERGENCY CONTACT INFORMATION	Superseded/shred/delete	SCH	Main Office	Mun. FOIPPA
ENROLMENT STATISTICS actual counts	Current + 1 yr./shred/delete	SCH	Main Office	Education Act
EQAO BOOKLETS	Current + 1 yr./shred/delete	SCH	Main Office	Operational Need
EQUIPMENT WARRANTIES AND USER MANUALS	Life of Equipment/shred/delete	SCH	Main Office/Caretaker	Operational Need
EXAMINATION SCHEDULES (SECONDARY)	Superseded/shred/delete	SCH	Main Office	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	SCH	Main Office (OSR)	Education Act
EXPULSION - Serious Violent Incident Form	Date of Expulsion + 5 yrs./shred/delete	SCH	Main Office (OSR)	Education Act
EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES	Superseded/Selective Archival	SCH	Main Office	Operational Need
FIELD TRIPS	Current + 1 yr./shred/delete	SCH	Main Office/Classroom	Operational Need
FIRE DRILLS/CODE RED	Current + 1 yr./shred/delete	SCH	Main Office	Ontario Fire Code
FIRE/EMERGENCY PLAN	Superseded/shred/delete	SCH	Main Office	Ontario Fire Code Occupational Health and Safety Act
FUNDRAISING - GENERAL INFORMATION	Superseded/shred/delete	SCH	Main Office/Classroom	Operational Need
HEALTH AND NUTRITION PROGRAMS	Superseded/shred/delete	SCH	Main Office	Operational Need
HEALTH RECORDS/STUDENTS personal health; medical information, incl. notes from home/physician	Retirement + 5 yrs. OSR/shred/delete	SCH	Main Office	Education Act Mun. FOIPPA
INDIVIDUAL EDUCATION PLANS	Current/OSR	SCH	Main Office	Education Act Mun. FOIPPA
KEY HOLDERS' LIST	Superseded/shred/delete	SCH	Main Office/Caretaker	Operational Need
LETTERS TO PARENTS	Current + 1 yr./shred/delete	SCH	Main Office	Operational Need
LITERACY AND BASIC SKILLS PROGRAM	Current + 1 yr./shred/delete	SCH	Alternate Ed.	LBS Guidelines and Policies
MAPS OF SCHOOL	Superseded/shred/delete	SCH	Main Office/Caretaker	Building Code Act
COLLABORATIVE AGREEMENT WITH THIRD PARTY SERVICES	Current + 1 yr./shred/delete	SCH	Special Education	Operational Need
EXCHANGE OF INFORMATION AUTHORIZATION	Retirement +5yrs (OSR)	SCH	Student Services	OSR Guidelines
INDIVIDUALIZED EDUCATION PROGRAM (IEP)	Superseded/retirement +5yrs (OSR)	SCH	Main Office	OSR Guidelines
IDENTIFICATION, PLACEMENT AND REVIEW COMMITTEE (IPRC) NOTES	Retirement +5yrs (OSR)	SCH	Student Services	OSR Guidelines
INDIVIDUAL STUDENT MANAGEMENT PLANS (ASTHMA, MEDICAL, ANAPHYLAXIS)	Superseded/retirement +5yrs (OSR)	SCH	Main Office	OSR Guidelines

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MARK ENTRY SHEETS (SECONDARY)	Electronic archival	SCH	Main Office/Attendance	Mun. FOIPPA
MEDICATION - STUDENTS General Information; Instructions	Expiry to Change + previous version/shred/delete	SCH	Main Office	Mun. FOIPPA
MEMORABILIA crest, logo, seal, motto; song/cheer; collectibles	Permanent/Archive (at Administrator's discretion)	SCH	Main Office	Operational Need
MINISTRY MEMORANDUMS, DIRECTIVES, GUIDELINES, ETC.	Superseded/shred/delete	SCH	Main Office	Operational Need
MINISTRY REPORTS	Current + 3 yrs./shred/delete	SCH	Main Office	Education Act
NEWSLETTERS	Superseded/Selective Archival	SCH	Main Office	Operational Need
OFFICE INDEX CARD	Retirement + 55 yrs./shred/delete	SCH	Main Office	Ontario Student Record Guidelines
ONTARIO STUDENT RECORD	Retirement + 5 yrs./Transfer to Corporate (purging specific contents as per OSR Guidelines) Folder and Transcript electronically archived	SCH	Main Office	Education Act Ontario Student Record Guidelines Mun. FOIPPA
OSR - REQUEST FOR	Current + 1 yr./shred/delete Withdrawal Forms - Current + 1 yr./shred/delete	SCH	Main Office	Ontario Student Record Guidelines
ONTARIO STUDENT RECORD REQUESTS FOR TRANSFER	Current + 2 yrs./shred/delete	SCH	Main Office - Elem. Guidance - Sec.	Education Act Mun. FOIPPA
ONTARIO STUDENT TRANSCRIPT	OSR - Retirement + 5 yrs./Transfer to Corporate	SCH	Main Office	Ontario Student Record Guidelines
PERMITS - USE OF FACILITIES	Expiry + 1 yr./shred/delete	SCH	Main Office	Limitations Act Mun. FOIPPA Negligence Act Public Authorities Protection Act
POST SECONDARY EDUCATION	Superseded/shred/delete	SCH	Guidance	Operational Need
P.L.A.R. (Prior Learning Assessment and Recognition)	Current + 1 yr./shred/shred	SCH	Alternate Ed.	Education Act TLDSB Procedures
REGISTER OF FULL-TIME ENROLMENT FOR SECONDARY SCHOOLS	Current +2 yrs./shred/delete	SCH	Main Office	Education Act
REPORT CARDS	Retirement + 5 yrs./shred/delete	SCH	Main Office	Education Act
SAL APPLICATION AND APPROVAL	Retirement + 5 yrs./shred/delete	SCH	Main Office	Education Act
SCHOLARSHIP INFORMATION	Superseded/shred/delete	SCH	Guidance	Operational Need
SCHOOL COUNCIL RECORDS	Current + 1 yrs./shred/delete	SCH	Main Office	Education Act
SCHOOL EVENTS	Superseded/Selective Archival	SCH	Main Office	Operational Need
SCHOOL GENERATED FUNDS	Current + 6 yrs./shred/delete	SCH	Main Office	Corporations Act Canada Revenue Agency Corporations Tax Act
SCHOOL PROFILE	Superseded/Archive	SCH	Main Office	Operational Need
SCHOOL VISITORS' BOOK	Current + 1 yr./shred/delete	SCH	Main Office	Education Act
STUDENT IDENTIFICATION CONSENT FORMS	Student Retirement/shred/delete	SCH	Main Office	Education Act
STUDENT INFORMATION FORMS	Current + 2 yrs./shred/delete	SCH	Main Office	Education Act
STUDENT SAFETY PLANS	Superseded/retirement +5yrs (OSR)	SCH	Principal Vice Principal	Education Act Mun. FOIPPA
STUDENT SERVICES REFERRAL FORM	Current Yr./shred/delete	SCH	Main Office (OSR)	Education Act
STUDENT TIMETABLES (SECONDARY)	Current/OSR	SCH	Main Office	Mun. FOIPPA

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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	SCH	Main Office	Education Act Ontario Student Record Guidelines
TIME SHEETS - Staff	Current + 1 yr./shred/delete	SCH	Main Office	Employment Standards Act
TRANSPORTATION REQUESTS Field Trips	Current + 1 yr./shred/delete	SCH	Main Office	Operational Need
UNION/FEDERATION COMMUNICATIONS	Superseded/shred/delete	SCH	Main Office	Operational Need
VIDEO SURVEILLANCE LOGS/REGISTERS	Current + 1 yr./shred/delete	SCH	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	SCH	Main Office - secured	Mun. FOIPPA
VIOLENCE IN THE WORKPLACE RISK ASSESSMENT TEMPLATE	10 yrs.	SCH	Main Office	Occupational Health and Safety Act
VIOLENT INCIDENT REPORT	Resulting from Suspension - Current + 3 yrs. w/no violent incidents/shred/delete Resulting from Expulsion - Date of Expulsion + 5 yrs./shred/delete	SCH	Main Office (OSR)	Education Act
VOLUNTEERS - CRIMINAL RECORD CHECK	Superseded/shred/delete	SCH	Main Office	Mun. FOIPPA
VOLUNTEERS - GENERAL	Superseded/shred/delete	SCH	Main Office	Mun. FOIPPA
WHMIS & MATERIAL SAFETY DATA SHEETS	Superseded/shred/delete	SCH	Caretaker	Occupational Health and Safety Act
YEARBOOKS	Permanent/Historical Value	SCH	Main Office/Library	Operational Need
SPE - SPECIAL EDUCATION/STUDENT SERVICES				
ATTENDANCE COUNSELLING	Current + 3 yrs./shred/delete	SPE	Student Services	Education Act Mun. FOIPPA
SPECIAL EDUCATION ALLOCATION (SEA) EQUIPMENT	Retirement + 5yrs	SPE	Special Education	SEA Guidelines
PSYCHO-EDUCATIONAL RECORDS	To Age 28/shred/delete	SPE	Special Education	SEA Guidelines
PSYCHOLOGICAL ASSESSMENTS	To Age 28/shred/delete	SPE	Special Education	Education Act PHIPPA
SAL APPLICATION AND APPROVAL	Retirement + 5 yrs./shred/delete	SPE	Student Services	Education Act
SECTION 23 PROGRAM AND SERVICES	Superseded/archive	SPE	Special Education	Education Act
SECTION 23 RECORDS	5 yrs./electronic archival	SPE	Special Education	Education Act
SPECIAL EDUCATION SERVICE REFERRALS (incl. Health Services)	Retirement + 5 yrs. in OSR/shred/delete	SPE	Special Education	Education Act OSR Guidelines Mun. FOIPPA
SPEECH AND LANGUAGE PATHOLOGY ASSESSMENTS	To Age 28/shred/delete	SPE	Special Education	PHIPPA Education Act CASLPO Professional Conduct Regulations
SPEECH AND LANGUAGE PATHOLOGY RECORDS	To Age 28/shred/delete	SPE	Special Education	PHIPPA Education Act CASLPO Professional Conduct Regulations

SUBJECT	RETENTION/DISPOSITION PERIOD	FUNCTION	RESPONSIBLE DEPARTMENT	VALUE
STUDENT SUPPORT COUNSELLING RECORDS	To Age 28/shred/delete	SPE	Student Services	PHIPPA Education Act OCSWSSW
STAFF TRAINING RECORDS (BMS, SAFETALK, MENTAL HEALTH FA)	Current + 2 yrs./shred/delete	SPE	Special Education	Operational Need
USE OF PHYSICAL INTERVENTION REPORTS	Retirement + 5 yrs. in OSR/shred/delete	SPE	Student Services	OSR Guidelines
VIOLENT THREAT RISK ASSESSMENT (VTRA) NOTES	Retirement + 5 yrs. in OSR/shred/delete	SPE	Student Services	OSR Guidelines
VISIO/HEARING SERVICES ASSESSMENTS	To Age 28/shred/delete	SPE	Special Education	Education Act
SYS - SYSTEM				
AUDIO/VISUAL SERVICES	Superseded/shred/delete	SYS	Program	Operational Need
ADMINISTRATIVE AND INSTRUCTIONAL COMPUTER SYSTEMS DEVELOPMENT	Superseded/shred/delete	SYS	Information Services	Operational Need
ADMINISTRATIVE AND INSTRUCTIONAL COMPUTER HARDWARE AND SOFTWARE SYSTEMS MAINTENANCE AND PRODUCTION	Current + 5 yrs./shred/delete	SYS	Information Services	Operational Need
ADMINISTRATIVE AND INSTRUCTIONAL COMPUTER SYSTEMS PROCUREMENT	Superseded/shred/delete	SYS	Information Services	Operational Need
TRA - TRANSPORTATION				
BUS ACCIDENTS	Resolution of Claim + 6 yrs./shred/delete	TRA	Transportation	Limitations Act Mun. FOIPPA
BUS ROSTER	Current + 1 yr./shred/delete	TRA	Transportation	Operational Need
AUDITED BUS ROUTES	Current + 6 yrs./delete	TRA	Transportation	Mun. FOIPPA
SCHOOL BOUNDARIES	Superseded/archive	TRA	Business	Education Act
MINISTRY OF EDUCATION STUDENT TRANSPORTATION SURVEY	Current + 6 yrs./shred/delete	TRA	Transportation	Education Act
TRANSPORTATION CONTRACTS	Current + 6 yrs./shred/delete	TRA	Transportation	Education Act
TRANSPORTATION RECEIVABLES	Current + 6 yrs./shred/delete	TRA	Accounting	Corporations Act Income Tax Act Canada Revenue Agency Corporation Tax Act Construction Lien Act