



RECORDS RETENTION AND DISPOSAL

Background

The Division requires that all its official records and public documents shall be preserved and/or disposed of in accordance with legislation and under the supervision of the Director or designate.

Procedures

1. The Principal/site supervisor has a responsibility to maintain and safeguard appropriate records.
2. The duration of the retention of records will be as set out by the Ministry of Education in accordance with the Administrative Procedure 185 Appendix A - Records Retention and Disposal Guide for Saskatchewan School Divisions.

Reference: Sections 85, 175, 193, 196, 231 Education Act
The School Division Administration Regulations 45, 49