

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

APPENDIX A: Records Retention Schedule



Records Retention Schedule

Retention Schedule:
Updated December 2024

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Table of Contents

Administration.....	4
Access & Privacy	4
Information Technology	4
Meetings Management	9
General Administrative	11
Staff Notebooks	12
Administrative Services	13
Records & Archives Management	13
Communications & Public Relations	15
Event Management	15
Media & Public Relations	15
School Collections	18
Facility Services	18
Assets, Property Management & Maintenance	19
Health, Safety & Security	22
Inspections and Testing	27
Financial Services.....	29
Accounting Administration	30
Financial Planning	34
Financial Reporting	35
Payroll	39
Procurement	40
Governance and Legal	41
Contracts / Agreements Administration	41
Board & Council Administration	41
Policies, Procedures, Directives	43
Risk Management	44
Real Property Management	48
Human Resources Management	50

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Compensation and Benefits Administration	50
Health & Wellness	52
Labour/Employee Relations	55
Organizational Planning	57
Recruiting & Selection	59
Staff Management	59
Training & Skills Development	63
Planning and Research	63
Research Planning & Design	64
Research & Outcomes Reporting	66
Program Design and Development	68
Curriculum Design & Planning	68
Program Design & Planning	70
Student Services	72
Student Admission/Registration/Enrolment	72
Student Support & Wellness	76
Student Assessments & Progress	81
Student Records Administration	88
Student Discipline	96
Student Activities & Programs	101
Retention Schedule Terms	88

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Administration

Record Series (Administration)	Accountability	Total Retention	Disposition	Citations/Comments
Access & Privacy				
Access Requests for Information Includes requests and tracking sheets for Freedom of Information Requests made under the Municipal Freedom of Information Act. Requests for access to student/employee records and information.	Privacy Office	E + 2 years E= appeal period expires +2 years	Destroy	PIB <u>Municipal Freedom of Information and Protection of Privacy Act</u>
Information Breaches Includes breach reports and records related to the investigation and resolution of the breach.	Privacy Office	E + 2 years E = Final resolution of the breach + 2 years	Destroy	PIB <u>Municipal Freedom of Information and Protection of Privacy Act</u>
Information Technology				
Access Control and Password Records Records related to the management of and access to programs. Includes individual access, password management, etc.	Information Technology Services	E + 1 year E = termination of employee.	Destroy	Operational

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Administration)	Accountability	Total Retention	Disposition	Citations/Comments
Backup Storage Backup tapes are considered transitory records until they are required in the event of a disaster, or the district is required to access for data recovery.	Information Technology Services	3 months 4 months - Core Applications (SIS, FIS, HRIS)	Destroy	Operational
Staff and Student Accounts Staff and student accounts, such as email and other platforms, and the contents of the accounts.	Information Technology Services	Staff accounts E + 1 year E= termination or retirement Student accounts E + 1 E = retirement of student	Destroy	Operational

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Administration)	Accountability	Total Retention	Disposition	Citations/Comments
Functional, Technical Specifications Includes records regarding systems development functional and technical specifications and requirements, such as background requests, requirement definitions, studies, surveys, stakeholder engagement information and business cases used to design/develop software/hardware specifications. Also includes acceptance/compatibility criteria, modeling, final specifications and supporting documentation.	Information Technology Services	E + 3 years E = Life of System	Destroy	Operational
Information Technology: Hardware & Software Administration Includes records related to the administration of network operations, system acquisitions, installations, programming, licensing, upgrades, account backups and restores.	Information Technology Services	E + 1 E = Life of System	Destroy	Operational
Information Technology Standards Includes the approved standards for hardware, software, security, access, data backup and disaster recovery.	Information Technology Services	S + 1	Destroy	Operational

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Administration)	Accountability	Total Retention	Disposition	Citations/Comments
IT Helpdesk Tickets Includes records regarding the performance of typical daily helpdesk functions for the district. Records include helpdesk submissions background documentation submitted by the user; scripts used by the helpdesk to respond to inquiries.	Information Technology Services	E + 1 year E= until ticket resolved	Destroy	Operational

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Administration)	Accountability	Total Retention	Disposition	Citations/Comments
<p>Information System and Architecture Documentation Records relating to the design of computer systems and/or software, including needs assessments, business cases, project charter, process flowchart documentation, impact analysis, user and system requirements, specifications, testing plans and results, user sign-offs, project management meeting minutes/documentation, system development documentation, software design records, and software inspection notes.</p> <p>Also includes records on system installations/conversions and product evaluations.</p> <p>May also include requests for significant modification, fixes and upgrades.</p>	Information Technology Services	S + 2 years	Destroy	Operational

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Administration)	Accountability	Total Retention	Disposition	Citations/Comments
Telecommunications Systems Records relating to the management, maintenance and use of telecommunications including landline and wireless mobile devices and equipment. Includes system documentation, configuration details and services provided	Information Technology Services	E + 3 years E= life of system	Destroy	Operational
Meetings Management				
External Meetings: Associations/Organizations/Government Includes reports, newsletters, publications, conference and workshop information and proceedings from meetings between the school board and external organizations.	Originating site	CY + 3 years	Destroy	

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Administration)	Accountability	Total Retention	Disposition	Citations/Comments
Internal Meetings: Administrative and Staff Includes records regarding staff meetings, student council and committees such as principals' council, advisory committees, Parent Involvement Committee, support staff meetings, as well as district and subject head meetings. Records include agendas, minutes, reports and resolutions. Excludes Board Minutes.	Originating site or Meeting Chair	CY + 3 years Note: committee reports may become part of Board meeting records	Destroy	

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Administration)	Accountability	Total Retention	Disposition	Citations/Comments
General Administrative				

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

<p>Staff Notebooks Notebooks maintained by individual staff that include notes related to meetings, phone calls and daily occurrences in HWDSB departments and schools. Includes school administrator notebooks.</p>	<p>Originating Site/Department</p>	<p>Current year + 1 year</p> <p>Exception: Notes related to incidents or matters of a serious nature (e.g., with a student, a staff member, another individual or related to a safety issue) must be retained in alignment with the retention of the related records. This includes notes that support decisions made, the resolution of the matter, an investigation or another process.</p>	<p>Destroy</p>	<p>PIB</p> <p><u>Municipal Freedom of Information and Protection of Privacy Act</u></p> <p>Note: When documenting incidents or matters of a serious nature, it is recommended to keep these notes separate from general day to day entries to more easily facilitate the longer retention required.</p>
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RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Administration)	Accountability	Total Retention	Disposition	Citations/Comments
Administrative Services				
Board Services Records relating to translation, audio visual services, printing services, mail/courier and delivery services. Requisitions and memos for services, confirmations and service logs/reports, correspondence, etc.	Financial Services	CY+ 3 years	Destroy	
Records & Archives Management				
Archives Management Records related to archives management.	HWDSB Archives	S + 1 year	Archival Review	
Forms Management Includes forms history, creation, revision, and retirement date.	Originating Site/Department	S + 1 year	Destroy	
Records Disposition and Destruction Documentation regarding the disposition of Board/school records. Includes lists of destroyed records, forms authorizing records destruction and certificates of destruction received secure shredding service provider. Also includes records retention schedules.	Privacy Office	Life of Board + 5 years	Destroy	<u>CAN/CGSB-72.34-2017:</u> <u>Electronic Record as</u> <u>Documentary Evidence</u> s.6.4.6.2

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Administration)	Accountability	Total Retention	Disposition	Citations/Comments
Records Management Includes lists of records in storage, file lists, inventories of records and related correspondence.	Originating Site/Department	S + 1	Destroy	<u>CAN/CGSB-72.34-2017:</u> <u>Electronic Record as</u> <u>Documentary Evidence</u> s.6.4.6.2

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Communications & Public Relations

Record Series (Communications & Public Relations)	Accountability	Total Retention	Disposition	Citations/Comments
Event Management				
Events Includes memos, notices, correspondence sent to parents and community, programs and all related materials pertinent to events sponsored by the board or by schools (e.g. parents' night, school opening ceremonies, reunions, etc.).	Communications & Community Engagement/Site Specific	CY + 4 years	Archival Review	
Media & Public Relations				
Commendations, Awards & Recognition Includes commendations received from the general public and from families regarding various programs, student support, certificates of appreciation, awards and recognition of staff.	Communications & Community Engagement/Site Specific	CY + 1 year	Archival Review	PIB <u>Municipal Freedom of Information and Protection of Privacy Act</u>
Contact and Mailing Lists Includes all lists of individuals or organizations to whom Board and school communications are sent for information purposes. Includes telephone directories, principal's visitor book, emergency contact lists, etc.	Site Specific	S + 1 year	Destroy	PIB <u>Municipal Freedom of Information and Protection of Privacy Act</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Communications & Public Relations)	Accountability	Total Retention	Disposition	Citations/Comments
Media Relations and News Releases Includes records regarding Board relations with the media. Records include press releases and information releases.	Communications & Community Engagement	CY + 3 years	Archival Review	
News Reports Includes news reports from newspapers, magazines, websites and other publications regarding the board, school, staff, students and trustees.	Communications & Community Engagement	CY + 3 years	Archival Review	
Photographs/Recordings/Multimedia Includes class photos, yearbook photos, officials/trustees group photos, recordings and other media formats documenting school and Board activities and events.	Communications & Community Engagement/Site Specific	CY + 4 years	Archival Review	<p>PIB</p> <p><u>Municipal Freedom of Information and Protection of Privacy Act</u></p> <p>Note: photos and recordings of identifiable students or other individuals requires appropriate consent.</p>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Communications & Public Relations)	Accountability	Total Retention	Disposition	Citations/Comments
Public Relations Includes recorded information regarding the Board's relations with the public as well as recorded information relating to the production and distribution of information to the public, outside agencies, and schools, including on Board websites and social media channels.	Communications & Community Engagement	CY + 5 years	Destroy	
Publications Includes all publications and creative materials produced for the Board by the Communications Department	Communications & Community Engagement	S + 5 years	Archival Review	
Speeches and Presentations Includes speeches and presentations prepared for delivery by Board/school staff and elected officials.	Communications & Community Engagement/Site Specific	CY + 4 years	Archival Review	

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Communications & Public Relations)	Accountability	Total Retention	Disposition	Citations/Comments
School Collections				
Memorabilia Includes records regarding school, program, department, and/or board memorabilia, collectibles and other historical items which reflect the individual nature of the schools, programs and departments such as informal school histories, school logos and crests, songs, names, colours, equipment, reference material, etc.	Communications & Community Engagement /Site Specific	CY + 4 years	Archival Review	PIB <u>Municipal Freedom of Information and Protection of Privacy Act</u>

Facility Services

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Facility Services)	Accountability	Total Retention	Disposition	Citations/Comments
Assets, Property Management & Maintenance				
Building and Site Approvals Includes documentation such as site plan approvals, building permits, Life Safety Plan and municipal reports pertaining to the approval of building plans by the municipality, Fire Marshal's Office, Ministry of Education, Ministry of Health, and other government bodies.	Facility Services	E + 7 years E = disposal of facility	Destroy	<u>Education Act</u> <u>Fire Protection and Prevention Act</u> <u>Building Code Act</u> <u>Occupational Health and Safety Act</u> <u>Limitations Act</u>
Drawings and Specifications Includes technical specifications for a project or property, e.g., mechanical, electrical and structural. Includes building and fire code requirements and architect's instructions. Includes all drawings and plans of schools and offices, such as master drawings and floor plans, site plans, aerial plans, and plans for additions and alterations.	Facility Services	E + 7 years E= disposal of facility	Destroy	Vital <u>Occupational Health and Safety Act</u> <u>Fire Protection and Prevention Act</u> <u>Building Code Act</u> <u>Limitations Act</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Facility Services)	Accountability	Total Retention	Disposition	Citations/Comments
Environment Assessments & Studies Includes information relating to soil, tree preservation and mitigation, geotechnical infrastructure expansion, water, air, and other environmental issues.	Facility Services	Life of Board + 5 years	Destroy	<u>Environmental Assessment Act</u> <u>Limitations Act</u>
Facilities Construction Projects Includes budgets, estimates, project plans and schedules, progress reports, project meeting minutes, certificates of clearance, project drawings and correspondence regarding the building of schools and other properties. For Capital Projects Financing see: Financial Planning - Capital Projects – Financing	Facility Services	E + 7 years E = completion of project	Destroy	<u>Occupational Health and Safety Act</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Facility Services)	Accountability	Total Retention	Disposition	Citations/Comments
Facilities Improvement Projects Includes project records regarding the building improvements program and supporting documents specific to additions, renovations, and alterations to schools and buildings. Records include project drawings, project plans, meeting minutes, project updates, budgets, etc. For Final (As-Built) Drawings see: Assets, Property Management & Maintenance – Drawings and Specifications	Facility Services	E + 7 years E = completion of project	Destroy	<u>Education Act</u> <u>Occupational Health and Safety Act</u> <u>Technical Standards and Safety Act</u> <u>Fire Protection and Prevention Act</u>
Maintenance and Operations: Buildings / Physical Plant and Equipment / Grounds Includes records related to support the maintenance and operations of buildings, physical plant and equipment. Includes office equipment. Also includes maintenance requisitions, work orders, logs and reports showing action taken re: grounds keeping, snow clearance, and cleaning.	Facility Services	E + 7 years E = disposal of property	Destroy	<u>Occupational Health and Safety Act</u> <u>Technical Standards and Safety Act</u> <u>Fire Protection and Prevention Act</u> <u>Limitations Act</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Facility Services)	Accountability	Total Retention	Disposition	Citations/Comments
Land Surveys Includes land survey information such as legal, property surveys, construction layout and control surveys, and field notes.	Facility Services	S	Archival Review	Note: Ensure land surveys are available at Land Registry Office before destruction
Permits/Facility Bookings Includes copies of permits issued by the board for the use of school property for purposes such as polling stations and community events. Also includes applications for permits.	Facility Services	E + 10 years E = when permit expires	Destroy	PIB <u>Limitations Act</u> <u>Municipal Freedom of Information and Protection of Privacy Act</u>
Health, Safety & Security				
Accessibility of Services and Information Records relating to the accessibility of services and provision of information to persons with disabilities. Includes records that identify, remove and prevent barriers for persons who work, learn or volunteer in and/or use services in Board facilities.	Human Resource Services	CY + 6 years	Destroy	<u>Accessibility for Ontarians with Disabilities Act</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Facility Services)	Accountability	Total Retention	Disposition	Citations/Comments
Confined Spaces Includes records relating to the assessment of confined spaces and the written plan and procedures for the control of hazards in confined spaces.	Human Resource Services / Facility Services	E + 7 years E = disposal of property	Destroy	<u>Occupational Health and Safety Act</u> <u>Confined Spaces Regulation</u> (O. Reg. 632/05, Occupational Health and Safety Act)
Emergency Plans and Procedures Includes records regarding emergencies and related plans to support the board/school in case of fire or other emergencies. Records include emergency plans and procedures and business continuity plans.	Facility Services/ Health & Safety/ Communications/ Executive Council	S + 5 years	Destroy	<u>Education Act</u> <u>Fire Protection and Prevention Act</u> <u>Technical Standards and Safety Act</u> <u>Emergency Management and Civil Protection Act</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Facility Services)	Accountability	Total Retention	Disposition	Citations/Comments
Hazardous, Biological, Chemical or Physical Agents Includes records regarding the monitoring of hazardous chemical and physical agents, and designated substances in accordance with the Occupational Health & Safety Act. Includes air quality reports. Excludes exposure records.	Facility Services	E + 7 years E = disposal of property	Destroy	<u>Occupational Health and Safety Act</u> <u>Workplace Hazardous Materials Information System (WHMIS) Regulation</u> (R. R. O. 1990, R. 860, Occupational Health and Safety Act) <u>Designated Substances Regulation</u> (O. Reg. 490/09 Occupational Health and Safety Act) <u>Designated Substance — Asbestos on Construction Projects and in Buildings and Repair Operations Regulation</u> (O. Reg. 278/05 Occupational Health and Safety Act)
Designated Substances & Hazardous Materials – Waste Management Includes records related to the management and disposal of chemical, biological or physical agents or substances.	Facility Services	E + 7 years E = disposal of property	Archival Review	<u>Occupational Health and Safety Act</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Facility Services)	Accountability	Total Retention	Disposition	Citations/Comments
Health and Safety Incident Reports Includes general records related to incidents that affect the health and safety of staff. For example, emergency response, school illness, infections, quarantines, etc. Records include reports, correspondence, summaries and information related to actions taken by staff.	Human Resource Services	E + 6 years E = No further appeal + 6 years for adults. Note: If student is under the age of 21, records must be kept until 21 st birthday.	Destroy	PIB <u>Occupational Health and Safety Act</u> <u>Limitations Act</u> <u>Municipal Freedom of Information and Protection of Privacy Act</u> <u>Personal Health Information Protection Act</u>
Occupational Health & Safety Includes general recorded information regarding the occupational health and safety of staff and students. Joint Health & Safety Committee minutes, inspections, WHIMIS, etc. For Accident Reports see: Risk Management - Accident/Incident Claims and Reports For Claims/Litigations see: Risk Management - Legal Claims / Litigation	Human Resource Services / Facility Services	CY + 3 years	Destroy	<u>Occupational Health and Safety Act</u> <u>Workplace Hazardous Materials Information System (WHMIS) Regulations (O. Reg. R.R.O. 1990, R.860, Occupational Health and Safety Act)</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Facility Services)	Accountability	Total Retention	Disposition	Citations/Comments
Site Security Administration Includes records regarding the security of office and school facilities and properties such as control of keys, trespassing, emergency telephone numbers/contacts, and police station locations. Also includes school and board office visitor books, visitor sign in sheets and contact logs, etc. Excludes video surveillance records.	Facility Services / Schools/ Executive Council	CY + 1 year	Destroy	PIB <u>Municipal Freedom of Information and Protection of Privacy Act</u>
Facility Access Control Records – Employees Records related to employee access cards issued for HWDSB buildings.	Facility Services	E + 1 year E= termination of employment	Destroy	PIB <u>Municipal Freedom of Information and Protection of Privacy Act</u>
Video Surveillance and Reports Includes reports and footage captured through the use of video surveillance in schools and buses.	Facility Services	30 days If footage is viewed: CY + 1 year	Destroy	PIB <u>Municipal Freedom of Information and Protection of Privacy Act</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Facility Services)	Accountability	Total Retention	Disposition	Citations/Comments
Inspections and Testing				
Fire Protection Systems and Emergency Power Systems Includes records regarding the inspection and testing of emergency power systems and fire protection systems.	Facility Services	E + 7 years E = disposal of property	Destroy	<u>Fire Protection and Prevention Act</u> <u>Fire Code Regulation (O. Reg. 213/07, Fire Protection and Prevention Act)</u>
Health & Safety Inspection Reports	Human Resource Services, Health and Safety	CY + 6 years	Destroy	<u>Occupational Health and Safety Act</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Facility Services)	Accountability	Total Retention	Disposition	Citations/Comments
<p>Logs and Inspection Reports: General Includes all documentation to support the inspection and testing of buildings, equipment, physical plant and property. Records include logs, inspection reports, year-end reports, equipment lists and locations. Includes elevator logs, sanding and salting logs, playground equipment inspection logs, chemical treatment logs, underground storage tank inspections, playground inspections, physical education equipment inspections, technical program equipment, etc.</p> <p>For Emergency Power Systems Inspections and Testing see: Inspections & Testing - Fire Protection Systems and Emergency Power Systems</p> <p>For Fire Protection Logs and Testing see: Inspections & Testing - Fire Protection Systems and Emergency Power Systems</p>	Facility Services / Human Resource Services	<p>E + 7 years</p> <p>E = disposal of property</p>	Destroy	<p><u>Occupational Health and Safety Act</u></p> <p><u>Fire Code Regulation (O. Reg. 213/07</u> Fire Protection and Prevention Act)</p> <p><u>Elevating Devices Regulation (O. Reg. 209/01</u> Technical Standards and Safety Act)</p>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Facility Services)	Accountability	Total Retention	Disposition	Citations/Comments
Logs and Inspection Reports: Water Includes water flushing logs and water testing reports	Facility Services	CY + 15 years	Destroy	<u>Occupational Health and Safety Act</u> <u>Schools, Private Schools and Child Care Centres Regulation (O. Reg. 243/07 Safe Drinking Water Act)</u>

Financial Services

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Financial Services)	Accountability	Total Retention	Disposition	Citations/Comments
Accounting Administration				
Accounts Payable Includes records documenting funds payable by the Board, such as invoices, employee and trustee expenses, legal fees, vendor transaction listings, payment vouchers, cheque requisitions, utilities and phone bills, petty cash disbursements.	Financial Services	FY + 6 years	Destroy	PIB <u>Income Tax Act</u> <u>Revenue Canada Information Circular IC78-10R5 Book and Records Retention/Destruction</u> <u>Municipal Freedom of Information and Protection of Privacy Act</u>
Accounts Receivable Records relating to the accounting for money owed to schools and the board. Records include invoices, cash receipts, correspondence, cash lists and statements of account.	Financial Services	FY + 6 years	Destroy	Vital <u>Income Tax Act</u> <u>Revenue Canada Information Circular IC78-10R5 Book and Records Retention/Destruction</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Financial Services)	Accountability	Total Retention	Disposition	Citations/Comments
Banking Includes records regarding banking transactions and relationships with banks, bank statement, bank reconciliations, deposit records, cheque register listing.	Financial Services	FY + 6 years	Destroy	PIB <u>Employment Insurance Act</u> <u>Income Tax Act</u> <u>Revenue Canada Information Circular IC78-10R5 Book and Records Retention/Destruction</u> <u>Municipal Freedom of Information and Protection of Privacy Act</u>
Capital Revenue Includes records related to capital revenue from sale of property and rental income from leased premises and other sources.	Financial Services	FY + 6 years	Destroy	Vital <u>Income Tax Act</u> <u>Revenue Canada Information Circular IC78-10R5 Book and Records Retention/Destruction</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Financial Services)	Accountability	Total Retention	Disposition	Citations/Comments
Scholarship Funds, Bequests and Donations Records regarding the administering and setting up of scholarship funds and donations, including fund histories, correspondence and data sheets. Background information, copies of wills regarding the administration of the bequests and donations of monies and other materials to the Board.	Financial Services	Life of the Board + 5 years	Destroy	PIB <u>Municipal Freedom of Information and Protection of Privacy Act</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Financial Services)	Accountability	Total Retention	Disposition	Citations/Comments
Grants & Subsidies Information and records relating to all grants and subsidies.	Financial Services	FY + 6 years	Destroy	<u>Education Act</u> <u>Income Tax Act</u> <u>Grants for Student Needs — Legislative Grants for the School Board Fiscal Year Regulation</u> (Education Act) Note: O. Reg. name and number changes on a regular basis specific to school year. <u>Revenue Canada Information Circular IC78-10R5 Book and Records Retention/Destruction</u>
Non-Board Funds Includes records regarding funds allocated to or raised by the school/parent council, student council or other student, parent or community groups consisting of account receivable and payable documents such as invoices and vouchers.	Financial Services	FY + 6 years	Destroy	<u>Income Tax Act</u> <u>Revenue Canada Information Circular IC78-10R5 Book and Records Retention/Destruction</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Financial Services)	Accountability	Total Retention	Disposition	Citations/Comments
Financial Planning				
Budgets Includes departmental and board budgets, both capital and operating. Includes all working notes, budget formula calculations, current estimate highlights, and preliminary formula budget calculation sheet summaries and budgeted vs. actual reports.	Financial Services	FY + 6 years	Destroy	
Capital Projects Financing Includes records relating to the financing of capital projects. Includes quarterly reports, working papers, building monthly costs, capital payment vouchers, approvals, costing, capital expenditure forecasts and correspondence with architects and contractors.	Financial Services	E + 10 years E = Completion of Project	Archival Review	<u>Income Tax Act</u> <u>Revenue Canada</u> <u>Information Circular</u> <u>IC78-10R5 Book and</u> <u>Records</u> <u>Retention/Destruction</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Financial Services)	Accountability	Total Retention	Disposition	Citations/Comments
Financial Reporting				
Audits – Financial Includes supporting documentation regarding internal and external audits. For Audited Financial Statements see: Financial Reporting - Financial Statements (Audited)	Financial Services	FY + 6 years	Destroy	<u>Audit Committees Regulation (Education Act, O. Reg. 361/10)</u> <u>Enrolment Management Register Instructions for Elementary and Secondary Schools</u> <u>Income Tax Act</u> <u>Revenue Canada Information Circular IC78-10R5 Book and Records Retention/Destruction</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Financial Services)	Accountability	Total Retention	Disposition	Citations/Comments
Enrolment & Financial Reporting Includes all counts, summaries and projecting documenting enrolments in the school system and statistical reports required by the Ministry of Education as part of the funding process for the preparation of educational statistics, e.g. OnSIS October and March school/board reports. Also includes school audits on enrolment and documentation determining a student's status.	Financial Services	FY + 6 years	Destroy	Vital <u>Enrolment Management Register Instructions for Elementary and Secondary Schools</u> <u>Calculation of Average Daily Enrolment for the School Board Fiscal Year Regulation, Education Act</u> Note: O. Reg. number and link change on a regular basis specific to school year
Financial Statements (Audited) Includes the balance sheet, income statement, statement of source and application of funds, and other audited financial statements.	Financial Services	Life of the Board + 5 years	Destroy	<u>Education Act</u>
Financial Working Papers Includes all drafts, calculations, grant calculations and other working paper associated with the development of financial statements for the Board.	Financial Services	FY + 6 years	Destroy	

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Financial Services)	Accountability	Total Retention	Disposition	Citations/Comments
Inventory Control: Fixed Assets Records relating to the balance sheet, including fixed asset listings, depreciation details, asset transfer information, and details of extraordinary entries.	Financial Services	Life of Asset + 6 years	Destroy	Vital <u>Revenue Canada Information Circular IC78-10R5 Book and Records Retention/Destruction</u>
Inventory Control: Non-Fixed Assets Includes all records regarding inventories of board-owned equipment. Excludes hazardous materials inventories.	Financial Services	FY + 6 years	Destroy	
Investments & Debentures Includes records regarding the Board's investments, term deposits and promissory notes, records regarding the debentures issued, information on the initial issuance of the debenture and records of payments made to investors.	Financial Services	E + 6 years E=closure of account, redemption of issue	Destroy	<u>Revenue Canada Information Circular IC78-10R5 Book and Records Retention/Destruction</u>
Ledgers: General Includes all records in the books of original entry, whether maintained in book format or as an electronic report.	Financial Services	Life of Board + 5 years	Destroy	<u>Income Tax Regulations, Part LVIII</u> <u>Revenue Canada Information Circular IC78-10R5 Book and Records Retention/Destruction</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Financial Services)	Accountability	Total Retention	Disposition	Citations/Comments
Ledgers: Subsidiary Ledgers, Registers and Journals Includes all subsidiary ledgers, registers and journals such as payment and receipt journals, journal vouchers, payroll registers, purchase order registers, and year-end adjustments.	Financial Services	FY + 6 years	Destroy	<u>Employment Insurance Act</u> <u>Income Tax Act</u> <u>Revenue Canada Information Circular IC78-10R5 Book and Records Retention/Destruction</u>
Taxation Includes records documenting taxation such as gas surtax reports, income tax returns and sales tax tables. Also includes Harmonized Sales Tax (HST), accounting and information on exemptions and refunds.	Financial Services	FY + 6 years	Destroy	<u>GST/HST Memoranda Series, Chapter 15: Books and Records</u> <u>Employment Insurance Act</u> <u>Income Tax Act</u> <u>Revenue Canada Information Circular IC78-10R5 Book and Records Retention/Destruction</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Financial Services)	Accountability	Total Retention	Disposition	Citations/Comments
Payroll				
Payroll Includes all records of payments of salary, wages and deductions to employees. Includes payroll master cards, time sheets, direct deposit request forms, payroll update logs, holdbacks, and payroll deduction and billing reports. Also includes T4's, TD's, and ROE's.	Financial Services	CY + 6 years	Destroy	PIB <u>Employment Standards Act</u> <u>Employment Insurance Act</u> <u>Income Tax Act</u> <u>Revenue Canada Information Circular IC78-10R5 Book and Records Retention/Destruction</u> <u>Workplace Safety and Insurance Act</u> <u>Municipal Freedom of Information and Protection of Privacy Act</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Financial Services)	Accountability	Total Retention	Disposition	Citations/Comments
Pension Contributions / Support Includes contribution cards detailing pension and benefits obligations due to retired employees under OMERS and other annuity or superannuation plans (TPP). Includes payroll records required to determine and verify pension payments.	Financial Services	E + 6 years E = until pension is paid out to all beneficiaries	Destroy	PIB <u>Pension Benefits Act</u> <u>Revenue Canada Information Circular IC78-10R5 Book and Records Retention/Destruction</u> <u>Municipal Freedom of Information and Protection of Privacy Act</u>
Procurement				
Competitive Processes Includes records pertaining to the selection process of a vendor for goods and services such as office supplies, construction and grass cutting services. These records would include, but is not limited to, the competitive process document, addenda, specifications, supplier submissions, bonds, etc. Excludes the contract or agreement resulting from a competitive process. For Contracts and Agreements see: Contracts / Agreements Administration – Contracts & Agreements	Financial Services	FY + 6 years	Destroy	

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Financial Services)	Accountability	Total Retention	Disposition	Citations/Comments
Purchase Orders Includes purchase orders authorizing the procurement of goods and services.	Financial Services	FY + 6 years	Destroy	

Governance and Legal

Record Series (Governance and Legal)	Accountability	Total Retention	Disposition	Citations/Comments
Contracts / Agreements Administration				
Contracts & Agreements Includes all records relating to documents that require the binding signature of the Board, including but not limited to, contracts, agreements, memorandums of understandings, etc.	Financial Services	E + 3 years E = contract terminated or superseded	Destroy	PIB <u>Municipal Freedom of Information and Protection of Privacy Act</u> <u>Limitations Act</u>
Board & Council Administration				
Administrative Council(s) Includes agendas and minutes of all administrative councils.	Director's Office	CY + 3 years	Destroy	
Articles of Incorporation, By-Laws & Constitution Includes records related to the operation of the School Board as a legal entity.	Director's Office/ Trustee Services	Life of the Board + 5 years	Destroy	<u>Education Act</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Governance and Legal)	Accountability	Total Retention	Disposition	Citations/Comments
Board Agendas, Minutes and Reports Records relating to Board minutes, agendas and reports, including all back-up material.	Director's Office/ Trustee Services	Life of the Board + 5 years	Destroy	PIB Vital <u>Education Act</u> <u>Municipal Freedom of Information and Protection of Privacy Act</u> <u>Income Tax Regulations, Part LVIII</u>
Standing & Trustee Special Committees Includes agendas and minutes of all Board committees with which staff, students and trustees are involved.	Director's Office/ Trustee Services	Life of the Board + 5 years	Destroy	PIB Vital <u>Education Act</u> <u>Municipal Freedom of Information and Protection of Privacy Act</u> <u>Income Tax Regulations, Part LVIII</u>
Trustees' Register Includes a register of the names and contact information of trustees, including the dates on which each became or ceased to be a trustee.	Director's Office / Human Resource Services	S + 3 years	Destroy	PIB <u>Municipal Freedom of Information and Protection of Privacy Act</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Governance and Legal)	Accountability	Total Retention	Disposition	Citations/Comments
Policies, Procedures, Directives				
Government Guidelines/Directives Includes correspondence, guidelines and information provided by government ministries.	Executive Council	S	Destroy	<u>Education Act</u> <u>School Councils and Parent Involvement Committees Regulation</u> (Education Act, O. Reg. 612/00) <u>Board Borrowing, Investing and Other Financial Matters Regulation</u> (Education Act, O. Reg. 41/10) <u>Occupational Health and Safety Act</u>
Internal Guidelines, Policies, Procedures, Memoranda and Directives Includes policy and procedure manuals, guidelines and directives, and all other policies and procedures established by the Board, departments and schools. Note: An issuance date and sunset date should be included on policies, procedures, guidelines and directives	Director's Office	Life of the Board + 5 years	Destroy	<u>Education Act</u> <u>Ryan's Law (Ensuring Asthma Friendly Schools)</u> <u>Sabrina's Law</u> <u>Anti-Racism Act</u> <u>Occupational Health and Safety Act</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Governance and Legal)	Accountability	Total Retention	Disposition	Citations/Comments
Risk Management				
Accident/Incident Claims and Reports Includes reports related to student, employee, volunteer, and visitor accidents that occur on board property, schools and the administrative offices or on school trips. Records include claims, communications, investigations, reports, administration of first aid and action taken as a result of the accident. Includes reports to insurer. Excludes WSIB exposure claims	Financial Services	E + 3 years E = resolution of claim or report No further appeal +3 years for adults Note: If student is under the age of 21, records must be kept until 21 st birthday.	Destroy	PIB <u>Limitations Act</u> <u>Municipal Freedom of Information and Protection of Privacy Act</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Governance and Legal)	Accountability	Total Retention	Disposition	Citations/Comments
Appeals & Hearings Includes records of hearings conducted with regard to issues that affect the school/board. Records include correspondence, reports, discover findings, hearing proceedings and final decisions. Examples: SEAC, IPRC, suspensions and expulsions, boundary reviews.	Director's Office / Executive Council	E + 5 years for adults E = resolution of appeal or hearing and no further appeal + 5 years for adults. Note: If the student is under the age of 21, records must be kept until 21 st birthday.	Destroy	PIB <u>Limitations Act</u> <u>Municipal Freedom of Information and Protection of Privacy Act</u>
General Complaints Includes records related to general complaints about the board, schools and related activities. Includes correspondence, findings and records regarding the resolution of the complaint. Excludes: Whistleblower complaints, Human Rights complaints, Workplace Harassment complaints and any other complaints specific to students, staff members or other individuals.	School/ Department Specific	E + 4 years E = resolution of complaint	Destroy	PIB <u>Municipal Freedom of Information and Protection of Privacy Act</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Governance and Legal)	Accountability	Total Retention	Disposition	Citations/Comments
Human Rights Complaints, Allegations and Investigations Includes Human Rights allegations and complaints received by the HWDSB Human Rights Office and records related to the investigation of the allegations and complaints.	Human Rights Office	E + 7 years E = Investigation into complaint/allegations Closed	Destroy	PIB <u>Ontario Human Rights Code</u> <u>Municipal Freedom of Information and Protection of Privacy Act</u>
Whistleblower Complaints Whistleblower case file including complaint, any supporting documentation received, communications with the Whistleblower and the outcome of the complaint. Investigation file is maintained by the Investigator and is retained per the process under which the complaint was investigated.	Privacy Office	E + 7 years E = Whistleblower file closed	Destroy	PIB <u>Municipal Freedom of Information and Protection of Privacy Act</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Governance and Legal)	Accountability	Total Retention	Disposition	Citations/Comments
Insurance Policies Includes records relating to policies to cover loss or damage to property or premises and to cover staff and general public against injury or death resulting from accidents on school/board premises, or otherwise occurring during employment. Documentation regarding the annual review of insurance policies, certificates, appraisals, and related correspondence. For Accident Reports see: Risk Management - Accident/Incident Claims and Reports	Financial Services	Life of Board + 5 years	Destroy	<u>Limitations Act</u>
Property Damage / Trespassing Reports Includes reports and general correspondence regarding property damage, theft, or loss. Also includes vandalism reports, copies of repair invoices, monthly and annual summaries.	Originating Department/ Financial Services	FY + 6 years Note: If the student is under the age of 21, records must be kept until 21 st birthday.	Destroy	PIB <u>Provincial Offences Act</u> <u>Limitations Act</u> <u>Municipal Freedom of Information and Protection of Privacy Act</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Governance and Legal)	Accountability	Total Retention	Disposition	Citations/Comments
Legal Claims / Litigation Includes all liability claims and litigation against or entered into by the board and schools. Records include reports, correspondence, investigations, etc. For Accident Reports see: Risk Management - Accident/Incident Claims and Reports For WSIB/STD/LTD Claims see: Health & Wellness – Disability Management	Originating Department / Financial Services	E + 3 years for adults E = resolution of claim/litigation matter and no pending appeal. Note: If student is under the age of 21, records must be kept until 21 st birthday.	Destroy	PIB <u>Limitations Act</u> <u>Municipal Freedom of Information and Protection of Privacy Act</u>
Legal Opinions / Precedents Records include case law, correspondence, reports, and findings/opinions provided to requestor.	Originating Department/ Financial Services	CY + 10 years	Archival Review	
Real Property Management				
Deeds & Titles Includes original deeds to any board owned property.	Facility Services	E + 7 years E = disposal of property	Archival Review	<u>Land Transfer Tax Act</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Governance and Legal)	Accountability	Total Retention	Disposition	Citations/Comments
Property Acquisition & Sales Also includes plans, correspondence, reports and backup documentation relating to the acquisition or sale of lands. Includes land purchase agreements, development agreements, property appraisals, valuations and quotes concerning land owned by the board or under consideration for purchase.	Facility Services / Financial Services	E + 10 years E = disposal of property	Archival Review	<u>Land Transfer Tax Act</u> <u>Real Property Limitations Act</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Human Resources Management

Record Series (Human Resource Management)	Accountability	Total Retention	Disposition	Citations/Comments
Compensation and Benefits Administration				
Benefit Plans Includes records regarding benefits offered to employees such as group insurance, dental plans, wellness and Employee Assistance Program (EAP). Includes brochures, rates, quotes, correspondence, explanatory documents, benefit rate changes and premium adjustments. Excludes benefit records of individual employees.	Human Resource Services	S + 1 year	Archival Review	
Compensation Planning Includes records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, salary surveys and schedules, salary increments, service pay and substitution pay. For Pay Equity Planning see: Compensation and Benefits Administration – Pay Equity	Human Resource Services	S + 10 years	Destroy	

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Human Resource Management)	Accountability	Total Retention	Disposition	Citations/Comments
Pay Equity Includes records regarding the establishment and implementation of the board's pay equity plan. Records include background information, consultant information, questionnaires (PDQs), interview documentation and job evaluation plans.	Human Resource Services	Life of Board + 5 years	Destroy	<u>Ontario Human Rights Code</u>
Pension Includes information and records relating to pension information, such as: Annual Information Returns, general information on OMERS and other annuities, Ontario Teachers' Pension Plan, Teachers' Pension Plan Certification, pension reconciliation balances. Excludes individual employee information and pension contributions/support.	Human Resource Services	Life of Board + 5 years	Destroy	<u>Pension Benefits Act</u> <u>Revenue Canada Information Circular IC78-10R5 Book and Records Retention/Destruction</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Human Resource Management)	Accountability	Total Retention	Disposition	Citations/Comments
Health & Wellness				
Disability Management Long term disability, short and long-term illnesses, WSIB, attendance management, workplace accommodations. Includes medical records, doctor's notes, correspondence and health reports related to an employee's medical situation. Includes information and records relating to employee's illness or injuries that will assist the employee's return to the workplace (WSIB).	Human Resource Services	E + 10 years E = termination or retirement Exposure Records: Event + 40 years Event = date first record created in personal exposure record. And: Event + 20 years Event = date last record added to personal exposure record. Note: Do not store in the employee HR file. Stored in Parklane	Destroy	PIB <u>Occupational Health and Safety Act</u> <u>Workplace Safety and Insurance Act</u> <u>Municipal Freedom of Information and Protection of Privacy Act</u> <u>Personal Health Information Protection Act</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Human Resource Management)	Accountability	Total Retention	Disposition	Citations/Comments
Employee Incident/Accident Reports Includes reports of accident/injury to board employees under the Workplace Safety and Insurance Act and designated substances exposure records under the Occupational Health and Safety Act. Records may include: doctor's notes, follow-up notes and related correspondence, and short-term and long-term disability claims for both teaching and support staff and record of administration of first aid.	Human Resource Services	Event + 40 years Event = date first record created in personal exposure record And: Event + 20 years Event = date last record added to personal exposure record.	Destroy	PIB <u>Occupational Health and Safety Act</u> <u>Workplace Safety and Insurance Act</u> <u>Limitations Act</u> <u>Municipal Freedom of Information and Protection of Privacy Act</u> <u>Personal Health Information Protection Act</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Human Resource Management)	Accountability	Total Retention	Disposition	Citations/Comments
Medical Records: Hazardous Materials Exposure Records of staff exposure to asbestos and other hazardous materials.	Human Resource Services	Event + 40 years Event = date first record created in person exposure record And: Event + 20 years Event = date last record added to personal exposure record.	Destroy	<p>PIB</p> <p><u>Workplace Safety and Insurance Act</u></p> <p><u>Designated Substances Regulation</u>, (Occupational Health and Safety Act, O. Reg. 490/09)</p> <p><u>Control of Exposure to Biological or Chemical Agents Regulation</u>, (Occupational Health and Safety Act, RRO 1990, R. 833)</p> <p><u>Municipal Freedom of Information and Protection of Privacy Act</u></p> <p><u>Personal Health Information Protection Act</u></p>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Human Resource Management)	Accountability	Total Retention	Disposition	Citations/Comments
Labour/Employee Relations				
Equity Issues Includes information and records relating to all equity issues, includes questionnaires, plans and strategies. For Pay Equity see: Compensation and Benefits Administration – Pay Equity For Incident Records see: Labour/Employee Relation - Harassment Complaints, Allegations and Investigations (Respect in the Workplace)	Human Resource Services	CY + 10 years	Destroy	<u>Ontario Human Rights Code</u>
Grievances Includes records regarding grievances filed by employees such as evaluation reports, notifications, correspondence with union concerning grievance initiators and legal opinions. Includes arbitrations.	Human Resource Services	E + 15 years E = Resolution or Withdrawal of Grievance	Destroy	PIB <u>Ontario Human Rights Code</u> <u>Limitations Act</u> <u>Municipal Freedom of Information and Protection of Privacy Act</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Human Resource Management)	Accountability	Total Retention	Disposition	Citations/Comments
Harassment Complaints, Allegations and Investigations (Respect in the Workplace) Includes records of incidents involving staff and students, incident reports, investigations, and correspondence regarding these issues.	Human Resource Services	E + 7 years E = Investigation /Harassment/Allegations Closed	Destroy	PIB <u>Ontario Human Rights Code</u> <u>Occupational Health and Safety Act</u> <u>Limitations Act</u> <u>Municipal Freedom of Information and Protection of Privacy Act</u>
Labour Certification Includes original documents concerning the certification of labour unions.	Human Resource Services	Life of Board + 5 years	Destroy	
Labour Relations & Negotiations, Union/Non-Union Includes records related to collective bargaining, e.g., final offers, memoranda of settlement, mediations, arbitrations and data used for the preparation of bargaining.	Human Resource Services	Life of Board + 5 years	Destroy	

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Human Resource Management)	Accountability	Total Retention	Disposition	Citations/Comments
Union Collective Agreements/Non-Union Terms & Conditions Administration Includes records regarding the actual administration and interpretation of the board's collective agreements, including, seniority lists, implementation plans, sub plans, and related records. Excludes Grievances, Collective Agreements, Certification Documents and Negotiations.	Human Resource Services	Life of Board + 5 years	Destroy	
Organizational Planning				
Human Resources Planning Includes records of succession planning and retirement programs such as the Early Retirement Incentive Program, staff turnover, staff mobility and related records.	Human Resource Services	S + 3 years	Archival review	

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Human Resource Management)	Accountability	Total Retention	Disposition	Citations/Comments
Staffing Includes all report listings concerning staff, e.g., staff allocation, staff transfers, staff directories, seniority lists, retirement lists and lists of occasional staff.	Human Resource Services	E + 1 year E = when new lists are received	Archival review	PIB Ministry of Education, <u>Policy/Program Memorandum No. 165</u> <u>School Board Teacher Hiring Practices</u> <u>Municipal Freedom of Information and Protection of Privacy Act</u>
Temporary Resourcing Includes information and records relating to temporary employees of the Board, such as: requests for temporary assistance; student or Practice Teachers' records.	Human Resource Services	E + 1 year E = conclusion of placement	Destroy	PIB Ministry of Education, <u>Policy/Program Memorandum No. 165</u> <u>School Board Teacher Hiring Practices</u> <u>Municipal Freedom of Information and Protection of Privacy Act</u>
Organization Structure Includes records relating to reporting relationships, organization structure, organization analysis, etc.	Director's Office	S + 1 year	Archival review	

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Human Resource Management)	Accountability	Total Retention	Disposition	Citations/Comments
Recruiting & Selection				
Recruitment Includes records regarding the recruitment of staff, job postings, applications, resumes and applicant evaluations. Successful applicants are moved to the Employee File.	Human Resource Services	E + 1 year E = closing date of posting	Destroy	PIB <u>Ontario's Education Equity Action Plan</u> <u>Municipal Freedom of Information and Protection of Privacy Act</u>
Staff Management				
Attendance – Employee Includes records regarding employee attendance, absences (leaves, sabbaticals, special leaves, teacher exchanges, deferred salary) and vacations.	Human Resource Services	E + 7 years E = termination or retirement	Destroy	PIB <u>Employment Standards Act</u> <u>Municipal Freedom of Information and Protection of Privacy Act</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Human Resource Management)	Accountability	Total Retention	Disposition	Citations/Comments
Criminal Background Checks Includes records listing any criminal code convictions that have not been pardoned for all existing and new employees, service providers and volunteers that come into direct contact with students on a regular basis.	Human Resource Services	E + 10 years E = Termination of employment/volunteer service	Destroy	PIB <u>Collection of Personal Information Regulation, (Education Act, O. Reg. 521/01)</u> <u>Police Record Checks Reform Act</u> <u>Municipal Freedom of Information and Protection of Privacy Act</u>
Criminal Offence Declarations Annual offence declarations, signed by the employee/service provider, which lists all criminal code convictions registered since the date of the last offence declaration.	Human Resource Services	E + 10 years E = Termination of employment/volunteer service	Destroy	PIB <u>Collection of Personal Information Regulation, (Education Act, O. Reg. 521/01)</u> <u>Police Record Checks Reform Act</u> <u>Municipal Freedom of Information and Protection of Privacy Act</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Human Resource Management)	Accountability	Total Retention	Disposition	Citations/Comments
Employee Performance Appraisals Includes records of job performance appraisals on employees according to established timelines, criteria through legislation, and board procedures.	Human Resource Services	E + 10 years E = date of appraisal Employee appraisal records are to be housed in Human Resources' Information Tracking System (IPPS)	Destroy	PIB <u>Education Act</u> <u>Teacher Performance Appraisal Regulation, (Education Act, O. Reg. 99/02)</u> <u>Principal and Vice—Principal Performance Appraisal Regulation, (Education Act, O. Reg. 234/10)</u> <u>Municipal Freedom of Information and Protection of Privacy Act</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Human Resource Management)	Accountability	Total Retention	Disposition	Citations/Comments
<p>Employee File and Records Includes records regarding the employment history of individual Board employees. Includes initial resume and application, internal applications, benefit enrollment forms, salary calculation forms, change advice, employee master record cards, certification of level placement, required pre-employment training records (AODA & health and safety awareness in 4 steps), probationary contract, key tasks, and employee verification forms.</p> <p>Excludes WSIB/LTD claim records, criminal background checks, employee health records, accident reports and payroll records.</p>	Human Resource Services	<p>E + 10 years</p> <p>E = termination or retirement</p>	Destroy	<p>PIB</p> <p><u>Employment Standards Act</u></p> <p><u>Municipal Freedom of Information and Protection of Privacy Act</u></p>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Human Resource Management)	Accountability	Total Retention	Disposition	Citations/Comments
Training & Skills Development				
Professional Development Programs and Materials Includes records relating to professional development courses, workshops, sessions, etc. offered through Human Resource Services and other departments at HWDSB.	Human Resource Services	CY + 3 years Records of Board PD sessions, conferences, workshops, etc. are housed in the PD module of Apply to Education at HWDSB.	Archival review	

Planning and Research

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Planning and Research)	Accountability	Total Retention	Disposition	Citations/Comments
Research Planning & Design				
Enrolment Includes all counts and projections, including the Official Projected Enrolment, documenting enrolments in the school system.	Facility Services / Financial Services	CY+ 10 years	Archival review	<u>Education Act</u> <u>Ministry of Education Enrolment Management Register Instructions for Elementary and Secondary Schools</u> <u>Calculation of Average Daily Enrolment for the School Board Fiscal Year Regulation, Education Act</u> Note: O.Reg. number changes on a regular basis specific to school year
Strategic Planning Includes all strategic and operational documents, mandates, as well as related correspondence, background and reference information. Management Plans, School Improvement Planning, Business Budget Planning, Long Term Master Plan and Integrated System Plan.	Director's Office	S + 10 years	Destroy	

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Planning and Research)	Accountability	Total Retention	Disposition	Citations/Comments
School Boundaries Includes school boundaries for purposes of enrolment and facility use, including boundary descriptions, school attendance areas, and maps.	Facility Services	Life of Board + 5 years	Destroy	<u>Education Act</u>
Student Demographics Records related to the student census. Includes aggregate reports profiling the characteristics of the student population, such as age, grade promotion, country of birth and other trend data.	Research & Analytics	CY + 10 years	Destroy	PIB <u>Municipal Freedom of Information and Protection of Privacy Act</u> Note: Identifiers are kept separate from data in secure storage offline.

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Planning and Research)	Accountability	Total Retention	Disposition	Citations/Comments
Municipal Planning and Development Includes records regarding planning and development issues within the Municipality that may have implications on enrolments within the school system. General information and documentation regarding other municipal planning and development issues such as sewage and waste management, property acreages, subdivision plans, official plan amendments, zoning changes, Ontario Population Reports and traffic studies.	Facility Services	E + 10 years E = development completed	Destroy	
Accommodations Planning Includes records regarding the allocation of classroom and work space assignment to all staff and students.	Facility Services	CY + 10 years	Destroy	<u>Operation of Schools - General Regulation, Education Act, O. Reg. 298</u>
Research & Outcomes Reporting				
Research Includes surveys, questionnaires and research dealing with a variety of topics such as community and parent research, student research, staff research, curriculum and program research, student research, and external research from other institutions and graduate students.	Research & Analytics	CY + 7 years	Archival review	PIB <u>Municipal Freedom of Information and Protection of Privacy Act</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Planning and Research)	Accountability	Total Retention	Disposition	Citations/Comments
Ministry Reports Includes statistical reports, September school reports, June Board reports or other reports required by or sent to the Ministry of Education as part of the funding or process for preparation of educational statistics.	Director's Office / Financial Services / Information Technology Services	CY + 10 years	Destroy	<u>Education Act</u> <i>Calculation of Average Daily Enrolment for the School Board Fiscal Year Regulation, Education Act</i> Note: O.Reg. number and link change on a regular basis specific to school year <u>Operation of Schools - General Regulation,</u> (Education Act, O. Reg. 298)

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Program Design and Development

Record Series (Program Design and Development)	Accountability	Total Retention	Disposition	Citations/Comments
Curriculum Design & Planning				
Program/Curriculum Guidelines Includes records regarding the planning and implementation of curriculum programs, program outlines, program reviews, curriculum guidelines and directives specifying curriculum and areas of study or courses of study that shall be taught in schools. Also includes procedures for the selection, purchase, and distribution of school textbooks, learning materials, reference and library books and lists of these materials and books.	Learning Services	S + 3 years S = last update	Destroy	<u>Education Act</u> <u>Operation of Schools - General Regulation</u> , (Education Act, O. Reg. 298)
Courses of Study/Outlines Includes outlines of available programs including courses of study.	Learning Services	S + 3 years S = last update	Archival review	<u>Education Act</u> <u>Operation of Schools - General Regulation</u> , (Education Act, O. Reg. 298)

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Program Design and Development)	Accountability	Total Retention	Disposition	Citations/Comments
Curriculum Projects, Programs, Planning, Proposals, and Review Includes recorded information regarding proposals for new curriculum programs, either system-wide or at the school level; comparisons with programs in other school boards, provinces, and countries; the planning of the overall curriculum or specific programs, such as meeting notes, objectives, strategy reports and teaching strategies; program review reports and other evaluations of specific programs in the curriculum; and proposals, correspondence and monitoring of projects for the writing of special curriculum materials. Includes EQAO test results for schools/board.	Learning Services	S + 3 years S = last Ministry review or audit	Archival review	<u>Education Act</u> <u>Operation of Schools - General Regulation</u> , (Education Act, O. Reg. 298)

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Program Design and Development)	Accountability	Total Retention	Disposition	Citations/Comments
Program Design & Planning				
Program Development and Design Includes proposals, correspondence and curriculum development materials including writing projects, teaching units, lesson plans, blank examinations, testing ideas, songs, games, music sheets and other learning materials.	Learning Services	S + 3 years S = last update	Destroy	<u>Education Act</u> <u>Operation of Schools - General Regulation</u> , (Education Act, O. Reg. 298)
Programs: Continuing Education Includes objectives, lesson units, principal reports, program reviews, teaching materials and related records used in continuing education programs for credit and also heritage awareness, second language, multicultural and seniors' programs.	Learning Services/Continuing Education	S + 3 years S = last update	Destroy	<u>Education Act</u> <u>Operation of Schools - General Regulation</u> , (Education Act, O. Reg. 298)
Programs and Services: Community Records related to programs and services to the community through school and board facilities. Programs include general interest courses and services to the community. Generally, refers to programs that are not part of day-school.	Learning Services	S + 3 years S = last update	Destroy	

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Student Services

Record Series (Student Services)	Accountability	Total Retention	Disposition	Citations/Comments
Student Admission/Registration/Enrolment				
Student Registration and Verification Forms Registration forms, student verification forms, applications for school entry. May also include Release Form for use of student personal information.	Schools	E + 5 years E = retirement/transfer of student	Destroy Subject to Ministry of Education Audit	PIB <u>Education Act</u> <u>Enrolment Management Register</u> <u>Instructions for Elementary and Secondary Schools</u> <u>Calculation of Average Daily Enrolment for the School Board Fiscal Year Regulation, Education Act</u> Note: O. Reg. number and link change on a regular basis specific to school year <u>Municipal Freedom of Information and Protection of Privacy Act</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Student Services)	Accountability	Total Retention	Disposition	Citations/Comments
International Students – Admission, Enrolment and Registration Registration forms, applications for school entry, assessment information, admissions letters, visa information, guardian information (if available), immigration information and health information.	International Education	E + 5 years E = retirement/transfer of student	Destroy Subject to Ministry of Education Audit	PIB <u>Education Act</u> <u>Ministry of Education Enrolment Management Register</u> <u>Instructions for Elementary and Secondary Schools</u> <u>Calculation of Average Daily Enrolment for the School Board Fiscal Year Regulation, Education Act</u> Note: O.Reg. number and link change on a regular basis specific to school year <u>Municipal Freedom of Information and Protection of Privacy Act</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Student Services)	Accountability	Total Retention	Disposition	Citations/Comments
Transfers, Admittances and Retirement Includes reports and forms recording the transfer, exit, room changes, promotions or admittance of students from schools. Also includes signed and dated forms authorizing student admissions, transfers or retirements.	Schools	CY + 2 years	Destroy Subject to Ministry of Education Audit	PIB <u>Education Act</u> <u>Ministry of Education Enrolment Management Register</u> <u>Instructions for Elementary and Secondary Schools</u> <u>Calculation of Average Daily Enrolment for the School Board Fiscal Year Regulation, Education Act</u> Note: O. Reg. number and link change on a regular basis specific to school year <u>Municipal Freedom of Information and Protection of Privacy Act</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Student Services)	Accountability	Total Retention	Disposition	Citations/Comments
Attendance & Enrolment Registers: Student Includes registers and reports concerning the enrolment/attendance of students, recordings of daily attendance, and daily absence reports, intent to be absent forms and supporting absence documentation. Also includes class registers for non-school system programs such as continuing education, driver education and heritage language programs.	Schools	CY + 2 years	Destroy Subject to Ministry of Education Audit	PIB <u>Education Act</u> <u>Ministry of Education Enrolment Management Register Instructions for Elementary and Secondary Schools</u> <u>Calculation of Average Daily Enrolment for the School Board Fiscal Year Regulation, Education Act</u> Note: O. Reg. number and link change on a regular basis specific to school year <u>Municipal Freedom of Information and Protection of Privacy Act</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Student Services)	Accountability	Total Retention	Disposition	Citations/Comments
Student Support & Wellness				
Attendance Counselling Records for students who are referred for counselling on attendance problems. Includes referrals, consents, meeting notes and a summary.	Social Work / Schools	E + 7 years E = student's 18 th birthday	Destroy	PIB <u>Municipal Freedom of Information and Protection of Privacy Act</u> Ontario College of Social Workers and Social Service Workers <u>Code of Ethics and Standards of Practice Handbook – Second Edition</u>
Career Counselling/Guidance Services Includes information concerning career counselling and guidance services. Also includes records of individual students who are referred for career assessment and guidance such as results of vocational interest tests and exercises, counselling records, interview notes, etc.	Guidance Services/Schools	CY + 1 year	Destroy	PIB <u>Municipal Freedom of Information and Protection of Privacy Act</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Student Services)	Accountability	Total Retention	Disposition	Citations/Comments
Guidance Materials Includes brochures, calendars, description sheets and catalogues relating to career opportunities, external school programs, post-secondary education, private schools, and scholarships to support students.	Guidance Services/Schools	S	Destroy	
Student Portfolio – Individual Pathways Plan (IPP) Records related to the IPP planning tool that students use as they proceed through school towards their initial post-secondary destination.	Schools	E + 5 years E = retirement / transfer of student	Destroy	PIB <u>Education Act</u> <u>Ontario Student Record (OSR) Guideline</u> <u>Municipal Freedom of Information and Protection of Privacy Act</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Student Services)	Accountability	Total Retention	Disposition	Citations/Comments
Child and Youth Counsellors/Workers Records, correspondence and information relating to individual students who are referred for counselling/behaviour management, such as referral forms, consent forms, notes.	Specialized Services/Schools	Retain until 31 st birthday	Destroy	<p>PIB</p> <p><u>College of Psychologists of Ontario – Standards of Professional Practice 2017</u></p> <p><u>Municipal Freedom of Information and Protection of Privacy Act</u></p> <p><u>Personal Health Information Protection Act</u></p>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Student Services)	Accountability	Total Retention	Disposition	Citations/Comments
Student Welfare Information and records relating to correspondence and confidential reports regarding individual students where there is suspicion of child abuse, neglect or family violence. Student referral/action form for suspicion of child abuse to child protection agency.	Social Work/Schools	Reports made by school: E + 1 year E = date of report Reports/referrals made by Social Work team: Retain until 31 st birthday	Destroy	PIB <u>Child, Youth and Family Services Act</u> <u>Municipal Freedom of Information and Protection of Privacy Act</u> <u>Personal Health Information Protection Act</u> Note: This documentation is not considered part of the Ontario Student Record (OSR). For school records, these records should be kept in the Principal's office or other secure area.
Medical Home Instruction Home instruction is a short-term intervention for students who are unable to attend school for medical or behavioural reasons. Excludes timesheets for teachers.	Schools	E + 1 year E = end of home instruction period	Destroy	PIB <u>Municipal Freedom of Information and Protection of Privacy Act</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Student Services)	Accountability	Total Retention	Disposition	Citations/Comments
Social Work Includes records of individual students who are referred for social work services, such as referral forms, statistical forms, confidential notes from interviews and correspondence with third parties.	Social Work	Retain until 31 st birthday	Destroy	<p>PIB</p> <p>Ontario College of Social Workers and Social Service Workers <u>Code of Ethics and Standards of Practice Handbook – Second Edition</u></p> <p><u>Municipal Freedom of Information and Protection of Privacy Act</u></p> <p><u>Personal Health Information Protection Act</u></p>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Student Services)	Accountability	Total Retention	Disposition	Citations/Comments
Student Assessments & Progress				
Individual Education Plans (IEP) The plan describing the special education program and/or services required by a particular student, the learning expectations (modified from or alternative to the expectations given in the curriculum policy document for the appropriate grade and subject or course), and/or any accommodations and special education services needed to assist the student in achieving their learning expectations. A signed hard copy of the IEP is retained in the student's OSR until superseded.	Specialized Services/Schools	S + 1 year When student retires /transfers, current plan is kept E + 5 years E = retirement/transfer of student	Destroy	PIB <u>Education Act</u> O. Reg. 181/98 <u>Identification and Placement of Exceptional Pupils Regulation, Education Act</u> <u>Ontario Student Record (OSR) Guideline</u> <u>Municipal Freedom of Information and Protection of Privacy Act</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Student Services)	Accountability	Total Retention	Disposition	Citations/Comments
IPRC Process Documents Professional consultation records of individual students who are referred for placement in Specialized Services classes and programs.	Specialized Services/Schools	E + 5 years E = retirement /transfer of student	Destroy	PIB O. Reg. 181/98 <u>Identification and Placement of Exceptional Pupils Regulation, Education Act</u> <u>Ontario Student Record (OSR) Guideline</u> <u>Municipal Freedom of Information and Protection of Privacy Act</u> <u>Personal Health Information Protection Act</u>
Student Exams/Province-Wide Tests Includes records regarding student exams and/or province-wide testing. Records include correspondence, exam day schedules, exam day attendance and originals of completed student examinations. Also includes OSSLC (Literacy Course) student portfolio.	Schools	E + 5 years E = retirement/transfer of student	Destroy	PIB <u>Education Act</u> <u>Ontario Student Record (OSR) Guideline</u> <u>Municipal Freedom of Information and Protection of Privacy Act</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Student Services)	Accountability	Total Retention	Disposition	Citations/Comments
Gifted Screening Records related to a student's placement in the gifted program	Specialized Services/Schools	Retain until 31 st birthday	Destroy	PIB <u>Education Act</u> <u>Ontario Student Record (OSR) Guideline</u> <u>Municipal Freedom of Information and Protection of Privacy Act</u>
Newcomer Student Assessments Includes assessments of individual newcomer students to determine their language background, immigration status, educational history, test results and recommendations for level placement and subjects.	Welcome Centre	E + 5 years E = retirement / transfer of student	Destroy	PIB <u>Education Act</u> <u>Ontario Student Record (OSR) Guideline</u> <u>Municipal Freedom of Information and Protection of Privacy Act</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Student Services)	Accountability	Total Retention	Disposition	Citations/Comments
Specialized Services Student Files Records of individual students referred to Specialized Services. Includes referral, consent forms, assessments, reports, notes, correspondence, test protocols and other testing materials.	Specialized Services	Retain until 31 st birthday	Destroy	PIB <u>Education Act</u> <u>Municipal Freedom of Information and Protection of Privacy Act</u> <u>Personal Health Information Protection Act</u>
Speech & Language Student Services Includes records of individual students who are referred to speech and language services, such as assessments, referral forms, test results, recommendations and programming suggestions.	Specialized Services/Schools	Retain until 31 st birthday	Destroy	PIB <u>Registration Regulation</u> under the <u>Audiology and Speech-Language Pathology Act, 1991, S.O. 1991, c. 19 O. Reg 164/15 Part II, s. 32(6)</u> <u>Municipal Freedom of Information and Protection of Privacy Act</u> <u>Personal Health Information Protection Act</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Student Services)	Accountability	Total Retention	Disposition	Citations/Comments
Board Certified Behaviour Analyst (BCBA) Records Includes case files, professional records and information relating to individual students who are referred for BCBA support, such as consultation and clinical notes, testing protocols, consents, referral forms and correspondence.	Specialized Services	Retain until 31 st birthday	Destroy	PIB <u>College of Psychologists of Ontario – Standards of Professional Practice 2017</u> <u>Municipal Freedom of Information and Protection of Privacy Act</u> <u>Personal Health Information Protection Act</u>
Occupational Therapist Records Includes case files, assessments, professional records and information relating to individual students who are referred for Occupational Therapist support, such as consultation and clinical notes, testing protocols, consents, referral forms and correspondence.	Specialized Services	Retain until 31 st birthday	Destroy	PIB <u>College of Occupational Therapists of Ontario – Standard for Record Keeping, 2023</u> <u>Municipal Freedom of Information and Protection of Privacy Act</u> <u>Personal Health Information Protection Act</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Student Services)	Accountability	Total Retention	Disposition	Citations/Comments
Kinesiologist Records Includes case files, assessments, professional records and information relating to individual students who are referred for Kinesiologist support, such as consultation and clinical notes, testing protocols, consents, referral forms and correspondence.	Specialized Services	Retain until 31 st birthday	Destroy	PIB <u>College of Kinesiologists of Ontario – Practice Standard – Record Keeping, 2022</u> <u>Municipal Freedom of Information and Protection of Privacy Act</u> <u>Personal Health Information Protection Act</u>
Psychological Services Records Includes case files, professional records and information relating to individual students who are referred for psychological assessments, such as consultation and clinical notes, testing protocols, consents, referral forms and correspondence. May include third party reports.	Psychological Services	Retain until 31 st birthday	Destroy	PIB <u>College of Psychologists of Ontario – Standards of Professional Practice 2017</u> <u>Municipal Freedom of Information and Protection of Privacy Act</u> <u>Personal Health Information Protection Act</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Student Services)	Accountability	Total Retention	Disposition	Citations/Comments
SEA - Special Equipment Allowance Records PPA (per pupil amount) and Claims Based Funding equipment requests which include assessments and/or recommendations by paraprofessionals as part of the application.	Specialized Services/Schools	FY + 6	Destroy	PIB <u>Education Act</u> <u>Ontario Student Record (OSR) Guideline</u> <u>Municipal Freedom of Information and Protection of Privacy Act</u> <u>Personal Health Information Protection Act</u>
Student Health Includes medical and health information regarding students required for the care and treatment of students in the school setting. Includes pediculosis, medical emergency plans, administration of medication plans and other health related materials.	Schools	S + 1 year	Destroy	PIB <u>Municipal Freedom of Information and Protection of Privacy Act</u> <u>Personal Health Information Protection Act</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Student Services)	Accountability	Total Retention	Disposition	Citations/Comments
Student Records Administration				
<p>Ontario Student Record (OSR) – Active Includes all content included in the OSR according to the Ministry of Education OSR Guidelines, board processes, and at the discretion of the principal.</p> <p>The following components of the OSR will be retained for 5 years after a student retires from the school:</p> <ul style="list-style-type: none"> • Report cards • Documentation file, where applicable • Record of accumulated instruction in French/Indigenous language as a second language • Additional information that is identified by the school board as appropriate for retention. <p>For OSR components requiring 55-year post-retirement retention see:</p> <p>Student Records Administration – Ontario Student Record – Inactive</p>	Schools	<p>E + 5 years</p> <p>E = retirement /transfer of student from Ontario school</p>	Destroy	<p>PIB</p> <p><u>Education Act</u></p> <p><u>Ontario Student Record (OSR) Guideline</u></p> <p><u>Municipal Freedom of Information and Protection of Privacy Act</u></p>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Student Services)	Accountability	Total Retention	Disposition	Citations/Comments
Ontario Student Record (OSR) – Inactive Transcript or elementary final student report card and elementary record of instruction in French/Indigenous language as a second language, if applicable. Inactive records will be retained in accordance with board processes.	Student Records	E + 55 years E = retirement / transfer of student from Ontario school	Destroy	PIB <u>Education Act</u> <u>Ontario Student Record (OSR) Guideline</u> <u>Municipal Freedom of Information and Protection of Privacy Act</u>
Office Index Card Includes all Office Index Cards containing personal information, as well as retirement/transfer information on individual students, which is available for immediate access and as OSR backup information.	Schools/Student Records	E + 55 years E = at retirement/transfer of student Final Office Index Card for each school attended is retained for 55 years.	Destroy	PIB <u>Education Act</u> <u>Ontario Student Record (OSR) Guideline</u> <u>Municipal Freedom of Information and Protection of Privacy Act</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Student Services)	Accountability	Total Retention	Disposition	Citations/Comments
OSR Transfer Requests Requests received from other schools or boards for an Ontario Student Record.	Schools	CY + 2 years	Destroy Subject to Ministry of Education Audit	PIB <u>Education Act</u> <u>Ontario Student Record (OSR) Guideline</u> <u>Ministry of Education Enrolment Management Register Instructions for Elementary and Secondary Schools</u> <u>Municipal Freedom of Information and Protection of Privacy Act</u>
Co-operative Education Student Records Includes records of individual students participating in cooperative education work assignments, such as copies of Work Education Agreements, introduction cards for employer interviews, training plans and applications for programs.	Learning Services / Program	E + 5 years E = retirement /transfer of student	Destroy	PIB <u>Education Act</u> <u>Ontario Student Record (OSR) Guideline</u> <u>Municipal Freedom of Information and Protection of Privacy Act</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Student Services)	Accountability	Total Retention	Disposition	Citations/Comments
Community Involvement Activities Form (40 hours) Document to support the completion of the required secondary school community service hours completed by students.	Schools	E + 5 years E = retirement / transfer of student	Destroy	PIB <u>Education Act</u> <u>Ontario Student Record (OSR) Guideline</u> <u>Municipal Freedom of Information and Protection of Privacy Act</u>
Continuing Education Student Records Includes mature student appraisals, marks and other student-centered records for continuing education courses. Includes Certificate of Program Completion and Prior Learning Assessment (PLA)	Schools	E + 55 years E = retirement / transfer of student	Destroy	PIB <u>Education Act</u> <u>Ontario Student Record (OSR) Guideline</u> <u>Municipal Freedom of Information and Protection of Privacy Act</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Student Services)	Accountability	Total Retention	Disposition	Citations/Comments
Notice of Intent for Home Schooling Signed form indicating a student will be withdrawn to be home-schooled.	Schools	CY + 2 years	Destroy Subject to Ministry of Education Audit	PIB <u>Education Act</u> <u>Ministry of Education</u> <u>Enrolment</u> <u>Management Register</u> <u>Instructions for</u> <u>Elementary and</u> <u>Secondary Schools</u> <u>Municipal Freedom of</u> <u>Information and</u> <u>Protection of Privacy</u> <u>Act</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Student Services)	Accountability	Total Retention	Disposition	Citations/Comments
<p>Timetables Includes course timetables for students, as well as course selection sheets for each semester.</p> <p>Also includes signed and dated forms authorizing students to add or withdraw from courses.</p> <p>Excludes school course calendars.</p>	Schools	CY + 2 years	<p>Destroy</p> <p>Subject to Ministry of Education Audit</p>	<p>PIB</p> <p><u>Education Act</u></p> <p><u>Ministry of Education Enrolment Management Register</u></p> <p><u>Instructions for Elementary and Secondary Schools</u></p> <p><u>Municipal Freedom of Information and Protection of Privacy Act</u></p>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Student Services)	Accountability	Total Retention	Disposition	Citations/Comments
Supervised Alternative Learning (SAL) Records Records of individual students accepted into SAL. Includes SAL Plans, Letters of Intent and records related to SAL Closures. Also includes the Ministry mandated annual SAL report to Executive Council.	System Alternative Education/Schools	Student Records: E + 5 years E = retirement / transfer of student SAL-specific documentation is filed in the OSR Annual SAL report: CY + 6 years	Destroy	PIB <u>Education Act</u> <u>Ontario Student Record (OSR) Guideline</u> <u>Supervised Alternative Learning and Other Excusals from Attendance at School Regulation</u> (Education Act, O. Reg. 374/10) <u>Municipal Freedom of Information and Protection of Privacy Act</u>
Student Marks Records relating to student marks (electronic and/or manual registers) and related promotion meetings data, such as: course marks analysis, credits received, student course completion information (including special education) and marks received.	Schools	E + 5 years E = retirement / transfer of student	Destroy	PIB <u>Education Act</u> <u>Ontario Student Record (OSR) Guideline</u> <u>Municipal Freedom of Information and Protection of Privacy Act</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Student Services)	Accountability	Total Retention	Disposition	Citations/Comments
OYAP Participant Application Form Form for co-op students whose placement is within an apprenticeship trade.	Learning Services/Program	E + 5 years E = retirement / transfer of student	Destroy	PIB <u>Education Act</u> <u>Ontario Student Record (OSR) Guideline</u> <u>Municipal Freedom of Information and Protection of Privacy Act</u>
Experiential Learning Student Records Includes records of individual students participating in experiential learning work assignments, such as introduction cards, work portfolio, evaluation forms for employer interviews, training plans, applications for programs, student evaluation forms and SHSM programs. Excludes work agreements for experiential learning programs.	Schools	E + 5 years E = retirement / transfer of student	Destroy	PIB <u>Education Act</u> <u>Ontario Student Record (OSR) Guideline</u> <u>Municipal Freedom of Information and Protection of Privacy Act</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Student Services)	Accountability	Total Retention	Disposition	Citations/Comments
Student Discipline				
Expulsions Safe School Incident Reporting Form Part 1, related documentation, letters of expulsion for current stage in process and any other correspondence, if relevant to the expulsion of a student. Filed in the OSR.	Schools	CY + 1 year E + 5 years if expulsion is a result of a violent incident as defined in PPM 120 E = date of expulsion report	Destroy	PIB Policy/Program Memorandum 145 - <u>Progressive Discipline & Promoting Positive Student Behaviour</u> <u>Municipal Freedom of Information and Protection of Privacy Act</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Student Services)	Accountability	Total Retention	Disposition	Citations/Comments
Expulsion and 20-day Pending Files Complete documentation file regarding the expulsion of a student and 20-day pending incidents.	Associate Director, Learning Services	E + 7 years E = retirement of student	Destroy	PIB <u>Policy/Program Memorandum 145 - Progressive Discipline & Promoting Positive Student Behaviour</u> <u>Policy/Program Memorandum 120 Reporting Violent Incidents to the Ministry of Education</u> <u>Municipal Freedom of Information and Protection of Privacy Act</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Student Services)	Accountability	Total Retention	Disposition	Citations/Comments
Suspensions Safe School Incident Reporting Form Part 1, related documentation and any correspondence, if relevant to the suspension of a student. Filed in the OSR.	Schools	CY + 1 year E + 3 years if the suspension is a result of a violent incident as defined in PPM 120. E = date of suspension report	Destroy	PIB <i>Policy/Program Memorandum 145 - <u>Progressive Discipline & Promoting Positive Student Behaviour</u></i> <i>Policy/Program Memorandum 120 <u>Reporting Violent Incidents to the Ministry of Education</u></i> <i><u>Municipal Freedom of Information and Protection of Privacy Act</u></i>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Student Services)	Accountability	Total Retention	Disposition	Citations/Comments
Incidents Not Resulting in a Suspension or Expulsion Safe School Incident Reporting Form Part 1, related documentation, and any correspondence. Filed in the OSR.	Schools	E + 1 year if a violent incident as defined in PPM 120. E = date of incident report If not a violent incident, no retention required. At principal's discretion, log note may be created.	Destroy	PIB <i>Policy/Program Memorandum 145 - <u>Progressive Discipline & Promoting Positive Student Behaviour</u></i> <i>Policy/Program Memorandum 120 <u>Reporting Violent Incidents to the Ministry of Education</u></i> <i><u>Municipal Freedom of Information and Protection of Privacy Act</u></i>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Student Services)	Accountability	Total Retention	Disposition	Citations/Comments
Threat Assessment Process Documentation Includes Violent Threat Risk Assessment (VTRA), follow-up intervention plan (filed with Safe Schools) and case conference form (filed in OSR).	Social Work /Schools	VTRA: E + 7 years E = student's 18 th birthday Intervention Plans and Case Conference forms: CY + 1 year May be retained longer at principal's discretion.	Destroy	PIB <u>Education Act</u> Ontario College of Social Workers and Social Service Workers <u>Code of Ethics and Standards of Practice Handbook – Second Edition</u> <u>Municipal Freedom of Information and Protection of Privacy Act</u>
Intervention Plans Includes Behaviour Support Plans (BSP) and Safe Intervention Plans (SIP) for students.	Schools	CY + 1 year	Destroy	PIB <u>Municipal Freedom of Information and Protection of Privacy Act</u>
Police Contact Logs Logs of school contact with police.	Schools	CY + 1 year Logs are retained until the end of June the following school year	Destroy	PIB <u>Municipal Freedom of Information and Protection of Privacy Act</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Student Services)	Accountability	Total Retention	Disposition	Citations/Comments
Student Activities & Programs				
Nutrition Records relating to nutrition including milk programs, breakfast programs and lunch programs. Includes lists of students participating in the programs.	Schools	CY + 1 year	Destroy	PIB <u>Municipal Freedom of Information and Protection of Privacy Act</u>
Transportation: Student Bus Services Includes school-based records concerning transportation/busing for the transportation of students to and from schools, field trips and special programs. Records include bus schedules, requests for transportation, bus routes, boundaries and student lists.	Transportation Services/ Schools	CY + 1 year	Destroy	PIB <u>Municipal Freedom of Information and Protection of Privacy Act</u>
School Course Calendars Includes outlines of available programs and courses of study.	Schools	CY + 2 years	Archival review Subject to Ministry of Education Audit	<u>Education Act</u> <u>Enrolment register instructions / ontario.ca</u> <u>Enrolment Management Register Instructions for Elementary and Secondary Schools</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Student Services)	Accountability	Total Retention	Disposition	Citations/Comments
Student Exchanges Includes correspondence, plans, schedules and reports relating to the student(s) involved in the exchange.	Schools	CY + 2 years	Destroy	PIB <u>Municipal Freedom of Information and Protection of Privacy Act</u>
Student Extra-Curricular/Co-Curricular Activities Records and information that pertain to student activities that are part of school life such as field trips, school dances, extra-curricular activities, student exchanges, competitions, and related correspondence, plans and schedules. Includes requests and consent forms for school field trips, concerts, festivals, track meets, tournaments, facility tours, art or essay contests and science fairs.	Schools	General information: CY + 1 year Individual student records: E + 5 years E = retirement/transfer of student	Destroy	PIB <u>Limitations Act</u> <u>Municipal Freedom of Information and Protection of Privacy Act</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Student Services)	Accountability	Total Retention	Disposition	Citations/Comments
Scholarships, Bursaries & Awards – Non-Monetary Records regarding names of awards and information on awards, such as engraving, selections criteria, candidate nominations and recommendations, names of candidates, and related records that document the selection process of awards and scholarships. Also includes Ontario Scholar lists.	Schools	CY + 1 year	Archival review	PIB <u>Municipal Freedom of Information and Protection of Privacy Act</u>
Volunteer Programs Information and records of volunteer programs. Includes after school programs, volunteer activities in schools, signed application forms of volunteers and other information pertaining to volunteers.	Schools	S + 1 year program records Volunteer records E + 1 year E = termination or resignation of volunteer Note: Volunteer records and criminal background screening should be updated annually.	Destroy	PIB <u>Municipal Freedom of Information and Protection of Privacy Act</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Record Series (Student Services)	Accountability	Total Retention	Disposition	Citations/Comments
Extended Day Administration Current year information which includes program planning and participant information such as attendance, demographics, emergency contact information, confirmation of extended day funding, extended day binder report, extended day binders and vacation tracker.	Schools	CY + 1 year	Destroy	PIB <u>Municipal Freedom of Information and Protection of Privacy Act</u>

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

Retention Schedule Terms

Archival Review

Refers to reviewing the records series before destruction to determine if the records have historical significance that would merit a transfer to the HWDSB Educational Archives.

CY (Current School Year)

Refers to September 1st to August 31st.

FY (Fiscal Year)

Refers to September 1st to August 31st.

Destroy

The record is destroyed (shredded, deleted/expunged) once the retention period has been met.

S (Superseded)

Refers to the replacement of a record once it has been updated or revised. The new record supersedes the previous version. If the superseded record contains personal information, MFIPPA requires that we retain it for 1 year after last use.

E (Event)

The trigger for disposition. The event is what needs to occur to start the retention period.

PIB (Personal Information Bank)

Refers to records that contain personal and identifiable information. This information is protected under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).