

**Fort McMurray Catholic Schools**  
**Administrative Procedure 185 - Appendix**

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**Schedule of Records Retention and Disposal**

**Note:** Each file within the records management system is assigned a specific retention period. The retention periods below which reflect a range of years cover all of the records under that primary area.

For example, under General Administration, some files are kept two (2) years, some five (5) years and others seven (7) years depending upon the contents of the said files. The retention period covers the range for the general category.

Primary Subject Area		Retention Period
100	Administration – General	2-7 Years & Destroy Permanent While Elected or While on Staff
108	Legal Matters, Opinions & Decisions & Disputes	7-10 Years and Destroy
109	Enrolment	Permanent 5 Years & Destroy
110	School Councils	2 Years & Destroy
112	Schools – General	2 Years & Destroy
115	Schools – Individual	5 Years & Destroy
130	Acts & Legislation – Alberta	Superseded/Obsolete – Destroy
140	Associations, Clubs, Societies & Foundations	3 Years & Destroy
145	Awards, Honours & Scholarships – General	5-7 Years & Destroy
155	Corporations, Companies & Firms	2 Years & Destroy
160	Committees, Councils, Commissions, Consortiums & Task Forces	3 Years & Destroy
165	Conferences & Working Groups	1-3 Years & Destroy
172	Forms	Superseded/Obsolete & Destroy
175	Meetings	3 Years & Destroy
180	News Releases & Publications	1-5 Years & Destroy

195	Records Management	2 Years & Destroy Superseded/Obsolete plus 2 Years & Destroy Permanent
197	Freedom of Information & Protection of Privacy	2-5 Years & Destroy
200	Reports, Surveys & Statistics	5-10 Years & Destroy
210	Technology – General	3 Years & Destroy
211	Software	Superseded/Obsolete & Destroy
220	Telecommunications	2 Years & Destroy
225	Universities, Colleges & Other Institutions	2 Years & Destroy
230	Tenders	3 Years & Destroy
240	Curriculum – General	3 Years & Destroy
250	Achievement Tests	5 Years & Destroy
260	Diplomas Exams	5 Years & Destroy
270	Curriculum – Guides	Superseded/Obsolete & Destroy
300	Facilities/Land/Properties – General	1 Year & Destroy Permanent
310	Capital Projects – General	Permanent
311 to 324	Capital Projects – Individual – (Name of Project)	Permanent
325	BQRP Projects	Permanent
330	Maintenance – Individual Facilities	5 Years & Destroy Permanent
350	Finance – General	7-8 Years & Destroy Superseded/Obsolete & Destroy Permanent
360	Audits	2 Years & Destroy
375	Budget – General	7 Years & Destroy
380	Budget Preparation/Submission	7 Years & Destroy

410	Cash & Banking	6 Years & Destroy
425	Contracts, Agreements & Leases	Superseded/Obsolete plus 7 Years & Destroy
480	Funds & Grants – General	6 Years & Destroy
485	Funds & Grants – Funding for School Authorities	6 Years & Destroy
487	Funds & Grants – Special Education	6 Years & Destroy
489	Funds & Grants – Technology	6 Years & Destroy
520	Insurance	Permanent
550	Human Resources – General	5 Years & Destroy
555	Evaluations	Permanent
560	Recruitment & Selection – General	2-5 Years & Destroy Permanent
570	Health & Safety	10 Years & Destroy
580	Labour Relations – General	5 Years & Destroy Permanent
590	Pay, Benefits & Deductions	7 Years & Destroy
630	Professional Development – General	3 Years & Destroy
640	Retirement/Severance	5 Years & Destroy
700	Plans, Programs & Projects – General	10 Years & Destroy
710	Three-Year Education Plan – General	3-10 Years & Destroy
712	Three-Year Education Plan – Individual Schools	10 Years & Destroy
715	Commissioner of Services for Children	10 Years & Destroy
750	Special Education	10 Years & Destroy
755	Guidance & Counselling – General	10 Years & Destroy
760	Transportation – General	5 Years & Destroy

Other Records	Retention Period
Student Records	In accordance with Student Record Regulation
Minute Books	Permanent
Jurisdictional Boundaries	Permanent
Land Deeds	Permanent
General Ledger	Permanent
Bank Statements and Cancelled Cheques	7 Years & Destroy
Receipts and Receipt Books	7 Years & Destroy
Deposit Books and/or slips	7 Years & Destroy
Journal Entry Vouchers	7 Years & Destroy
Paid Invoices and Vouchers (Accounts Payable)	7 Years & Destroy
Customer Invoices (Accounts Receivable)	7 Years & Destroy
Payroll	7 Years & Destroy
Personnel	10 Years from End of Employment & Destroy
Applications (Individuals not hired)	1 Year & Destroy

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**Approval Date:** June 30, 2017

**Reference:** Section 23, 60, 61, 75, 113 School Act  
Freedom of Information and Protection of Privacy Act Regulation 200/95  
Student Record Regulation 225/2006  
Information Bulletin 3.2.5 – Access to Information  
Information Bulletin 3.2.7 – Student Record Regulation Information