
		Commission scolaire English-Montréal English Montreal School Board
POLICY:	RECORDS RETENTION	CODE: SG-5
Origin:	Secretary General	
Authority:	Resolutions #85-06-26-9.6; #92-05-27-8.6	
Reference(s):		

POLICY STATEMENT

1. The determined periods of retention for Board records shall be based on the following criteria:
 - a. legal considerations;
 - b. regulations of the Ministry of Education;
 - c. preservation of the history of the Board;
 - d. provision of material for exhibits and public relations purposes;
 - e. other valid reasons for safeguarding certain records.

2. All Board records shall be preserved permanently or destroyed in accordance with the Records Retention Schedule approved by virtue of resolution #92-05-27-8.6.

		Commission scolaire English-Montréal <hr/> English Montreal School Board
PROCEDURE:	RECORDS RETENTION	CODE: SG-5.P
Origin:	Secretary General	
Reference(s):		

PURPOSE

To provide guidelines regarding the retention of Board records.

PROCEDURES

1. A routine shall be established within each school and department for the annual destruction of all records for which the retention period has expired:
 - a. In the case of a small number of files to be destroyed, tear said files and dispose.
 - b. In the case of a large number of files to be destroyed, call the Secretariat for directives regarding disposal.
2. 'Perpetuity' records (i.e. records which must be kept by law and which the Board wishes to keep for historical purposes) and any records retained after the expiry of the normal retention period should be reviewed annually to determine whether the preservation period should be changed or whether the records may be destroyed, in which case the Secretariat should be consulted.
3. All files identified on a school or department's records inventory should come under one of the classifications listed in the retention schedule. Files for which there is no classification in the Retention Schedule shall not be destroyed before authorization is obtained from the Secretary General/Director of Archives.

DESTRUCTION OF A FILE

1. Before a file is destroyed, the contents of said file should be examined to ensure:
 - a. that important records, which may have been misfiled, are not destroyed;
 - b. that items of historical or unique nature are retained for archival purposes (e.g. annuals, honour rolls, special activities of a school, scrapbooks, pictures, etc.)
2. When a file is destroyed at the expiry date, the date of destruction and signature of authority to destroy shall be entered on the inventory record sheets.
3. Original correspondence shall be retained by the recipient and file copies maintained by the author of correspondence, except when submitting supporting documentation for inclusion in the Board agendas. In such a case, originals shall be transmitted to the Secretariat.
4. Convenience files (i.e. photocopies of correspondence which are already in the file folder) which are being used as working documents do not have to be accounted for.
5. As class registers are one of the most important documents held in schools, they must be kept in a safe, dry place and properly labelled.

PRESENT RETENTION SCHEDULE

All Board records shall be preserved permanently or destroyed in accordance with the Retention Schedule policy dated June 1992.