

School District #62 (Sooke)

DOCUMENT RETENTION	No.: F-330
	Effective: Mar. 9/82 Revised: May 28/82 Nov. 24/92 July 5/05

ADMINISTRATIVE REGULATIONS

DOCUMENT RETENTION

The Secretary-Treasurer is authorized to destroy documents after the minimum retention period has passed according to the Schedule of Retention Periods approved by the Board (attached).

The following may be used as a guide to disposal and retention of documents.

General Considerations

1. Federal and Provincial Acts, e.g. U.I.C., W.C.B., Income Tax, Customs and Excise, etc., require that certain documents be retained for audit and other purposes. It should be understood, therefore, that where an Act specifies a period longer than that given in this appendix, the Act takes precedence. If there is any doubt as to what procedure is necessary, the appropriate authority should be contacted.
2. It is understood documents in the "indefinite" and other classifications may be microfilmed, provided written permission is received from the governing authority.
3. Documents not listed in this appendix and not required to be retained for periods specified by law should be considered for retention/disposal taking into account their future value for legal, historical or statistical purposes and the availability of similar data elsewhere.

Minimum Period of Retention

<u>Type of Document</u>	<u>Period</u>
1. <u>Secretarial</u>	
Board policy	Indefinite
Committee reports	Indefinite
Minutes	Indefinite
Wages and salary agreements	Indefinite
List of Electors	Two years
General notices	One year
Oaths and declarations	Specified term of office
2. <u>Financial</u>	
Budgets	Indefinite
Audit reports	Indefinite
Debenture by-laws and register	Indefinite
Books of original entry	Indefinite

	Payrolls	Six years
	Accounts payable and receivable	Six years
	Cancelled cheques	Six years
	Purchase orders	Six years
	Cash receipts	Six years
	Bank statements and related documents	Six years
	Debenture and coupons redeemed	Three years
	Form A (payroll NOT capital)	Three years
	Payroll remittances	Three years
	Time cards	Three years
3.	<u>Buildings and Property</u>	
	Appraisal and inventory records	Indefinite
	Capital expenditure authorization	Indefinite
	Plans and specifications and related documents	Indefinite
	Titles and deeds	Indefinite
	Borrowing authority, e.g., Orders-in-Council	Indefinite
	Leases	Indefinite
4.	<u>General Administration</u>	
	Insurance claims	Indefinite
	Miscellaneous reports, e.g., W.C.B., Fire Marshall, Health, boiler inspection, etc.	Indefinite
	Student records	Indefinite
	School registers	Indefinite
	General correspondence	One year
	Accident reports	One year
	Annual statistical forms	One year
	Ministry of Education circulars	Useful life
	Insurance policies	Useful life