

**RECORDS RETENTION SCHEDULE – Page 1**

<b>FINANCIAL RECORDS</b>	
Annual budget and summary supporting documents	Permanent
Auditors Reports	Permanent
Cancelled Cheques	7 years after the year of creation
Cheque duplicates, invoices, requisitions, purchase orders	7 years after the year of creation
Employee Travel Claims	7 years after the year of creation
Ministry of Education financial information reports	Permanent
General ledger	Permanent
Invoices billed	7 years after the year of creation
Subsidiary ledgers and journals	7 years after the year of creation
Receipts issued	7 years after the year issued
Bank statements, debit and credit notes	7 years after the year of creation
Deposit books	7 years after the year of creation
Loans, authorization	7 years or term of loan, if longer
Loans, cancelled notes	7 years after the year of creation
Stop payment orders	1 year after the year of creation

<b>HUMAN RESOURCE RECORDS</b>	
Applications and Job Competitions	1 year after position is filled
Collective Agreements with Unions	Permanent
Contracts with individual employees	Permanent
Leave records	7 years after the employee leaves school district
Individual grievance files	Permanent
Personnel File	Permanent
Reference checks 1 year after position is filled	1 year after position is filled
Seniority Lists	Permanent

**RECORDS RETENTION SCHEDULE – Page 2**

<b>HUMAN RESOURCE RECORDS CONTINUED</b>	
Support Staff Subs	1 year
Unsolicited resumes	7 months
Violent incident reports	7 years after the year of creation

<b>PAYROLL RECORDS</b>	
Employee payroll register	7 years after the year employee leaves district
Employee attendance records	7 years after the year employee leaves district
Payroll benefits	7 years after the year employee leaves district
Payroll database	7 years after the year employee leaves district
Payroll deductions	7 years after the year employee leaves district

<b>STUDENT RECORDS</b>	
BC Student Information System Data	Permanent
Permanent Record Cards	Permanent
Attendance Reports and Registers	Permanent
Provincial Scholarship and District Awards	Permanent
Teachers' student files	1 year after teacher no longer has student (selected records transferred to Primary Student File)
Student incident reports	7 years after the year of creation
Other student records	Useful life of record