**A.6.1 RECORDS RETENTION SCHEDULE**

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| **FINANCIAL RECORDS** |
| Annual budget and summary supporting documents | Permanent |
| Auditors Report | Permanent |
| Canceled 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 or loan, if longer |
| Loans, cancelled notes | 7 years after the year of creation |
| Stop payment orders | 1 year after the year of creation |

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| **HUMAN RESOURCE RECORDS** |
| 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 |

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| **HUMAN RESOURCE RECORDS CONTINUED**  |
| Seniority Lists | Permanent |
| Support Staff Subs | 1 year |
| Unsolicited resumes | 7 months |
| Violent incident reports | 7 years after the year of creation |

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| **PAYROLL RECORDS** |
| 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 |

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| **STUDENT RECORDS** |
| 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 |