

SCHOOL DISTRICT 54
(Bulkley Valley)

RETENTION OF RECORDS AND DISPOSAL

6.800

POLICY

Documents and information records held by School District 54 – Bulkley Valley will be retained while they are of use in the operation of the district and in compliance with pertinent federal and provincial legislation and any Freedom of Information and Protection of Privacy Regulations. A retention procedure outlines the minimum period of time which specific records must be retained as provided in Administrative Procedure 6.800 Records Retention & Disposal.

Once records are past the applicable retention period, the principal of the school or district administrator of the records is authorized to destroy them if satisfied the records are of no further use and that they have no historical or archival value. Records that contain personal or confidential information should be destroyed in a manner that retains the confidentiality of the records.

VALUES

In its consideration of this policy, the Board of Education has been guided by its principles to responsibly manage personal, private or confidential information and dispose of any records in an appropriate manner.

Related Administrative Procedures

AP-6.800 Records Retention & Disposal

Adopted: May 19, 2020