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## **805.7 Preservation & Disposal of Records**

### **Policy**

Procedures consistent with sound business practice and all legal requirements shall be established for the management, preservation and disposition of Division and school records.

### **Regulations**

1. All records shall be retained and disposed of in accordance with the Record Retention/Disposition Schedule.
2. Responsibility for development and regular review of the Record Retention/Disposition Schedule shall rest with the Superintendent of Schools, or designate.

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.

### **References**

Alberta School Act:	Section 74
Division Policies:	805.6 Access to Information Lethbridge School Division Records Retention Schedule Freedom of
Other Statutes:	Information and Protection of Privacy Act, Statute of Limitations Student
Alberta Education:	Record Regulation 225/2006