



# LETHBRIDGE SCHOOL DISTRICT NO. 51

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Accepted: August 20, 2004  
Amended: June 23, 2009  
Amended: March 25, 2014  
Amended: June 26, 2018

## **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 District 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  
District Policies: 805.6 Access to Information  
Lethbridge School District No. 51 Records Retention Schedule  
Other Statutes: Freedom of Information and Protection of Privacy Act, Statute of Limitations  
Alberta Education: Student Record Regulation 225/2006

**Policy**