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