

805.7 Preservation and Disposal of Records

1. Division records shall be retained and disposed of in accordance with the Division's Records' policy.
2. Records which contain personal or sensitive information shall be shredded at their time of destruction.
3. The archive of student records shall be as follows:
 - 3.1 High schools shall archive the student record, on-site, for seven years after the student graduated or would have graduated high school.
 - 3.2 Elementary and Middle schools shall archive the student record of those students who have no forwarding location for one year. At this time, the student record shall be forwarded to the Education Centre.
 - 3.3 Student records which are forwarded to the Education Centre shall be archived, on-site, for seven years after the student graduates or would have graduated high school.
4. In the event that a school receives the student record of a student who is not registered with them, they shall return the student record to the feeder school.

G. B. Kiernan

Superintendent of Schools July 6, 1999