

Administrative Procedure 185 Appendix A
RECORDS MANAGEMENT RETENTION & DISPOSITION SCHEDULE

Cabinet/Drawer Administration	Retention
Associations/Organizations	7 years
Communications	7 Years
Community Programs & Services	7 Years
FOIP	S/O + 7 years
Logos	Permanent
Municipalities, Religious Institutes & Other School Districts	Transitory docs 1 year By-laws Permanent
Photographs	Permanent
Records Management	Permanent
Research & Statistical Analysis	Permanent
School Construction/Modulars	Duplicates - 7 years
Schools	7 years
Corporate Governance	
Articles of Incorporation	Permanent
Board Agendas & Minutes	Permanent
Committees	7 years
Elections	Permanent
Formations	Permanent
Guidelines, Policies & Directives	Permanent
Historical Documents	Permanent
Reporting & Correspondence	Board Evaluations - Permanent Correspondence - 7 years
School Councils	7 Years
Trustee Management	2 years past term date
Educational Programs	
PsycEd - copies for planning purposes ONLY	1 year after school departure
Student Information - copies of IPP's, preliminary assessment reports & specialized assessment reports for planning purposes ONLY	1 year after school departure
FSLW Notes/Reports/Investigations outside of program placement	100 Years after event date
Facilities	
Correspondence from AB Infrastructure	S/O + 10 Years
Division Vehicles	S/O + 1 Year
Drawings & Specifications	Permanent

Electrical Permits	7 Years
Fire & Emergency Power Systems	7 Years
Hour Zero - Staff Readiness	S/O + 5 Years
Inspection & Testing Logs	7 Years
Inspection Boiler	7 Years
Inspection Elevator	7 Years
Inspection Gymnasium	7 Years
Inspection Mechanical	7 Years
Inspection Outdoor Daily	7 Years
Inspection Outdoor Weekly	7 Years
Inspection Playground Equipment	7 Years
Inspection Storage Shed	7 Years
Projects	S/O + 10 Years
School - Misc.	S/O + 10 Years
Site Plans	S/O + 10 Years
Facilities - IMR	
Capitalized IMR	S/O + 10 years
IMR	S/O + 10 years
Stimulus Capitalized IMR	S/O + 10 years
Finance	
Accounts Payable	7 Years
Accounts Receivable	7 Years
Audits Working Documents	7 Years
AFS - Final	Permanent
Banking & Cash Management	7 Years
Budget Adjustments	7 Years
Final Budget	Permanent
Capital	S/O + 7 years
Enrolment Reporting	7 Years
Fees	7 Years
Financial Forecasts & Reports	7 Years
Funding	7 Years
Investments (Debentures)	Permanent
Journal Entries	7 Years
Payroll Remittances	7 Years
Preschools & OSC Programs	S/O + 3 Years
Purchasing	7 Years
Requests	7 Years
Returns	7 Years
Visa Reports	7 Years
Visas	7 Years
WCB	10 Years
Health & Safety	
Emergency Plans	S/O + 5 Years
OH&S Reports/Incidents/Inspections	S/O + 10 Years
Human Resources	

Benefit Administration	7 Years
Employment Programs	3 Years
Employee Records - Active	~
Employee Records - Terminated	80 years of age
Labour Relations	S/O + 10 years
Collective Agreements	Permanent
Pensions	S/O + 3 Years
Recruitment & Hiring	2 Years 5 Years
Resumes & Job Applications - unsolicited applications	1 Year 6 months
Legal	
Agreements/Contracts	S/O + 7 Years S/O + 10 Years
Deeds & Titles	Permanent
Division Vehicles - Financing	S/O + 1 Year
Insurance	S/O + 10 years
Legal Matters	E + 5 Years S/O + 10 Years
Payroll	
Archived Payroll Reports	Permanent
Ledgers, Registers & Journals	7 Years
New School Year Reports	10 Years (Calendar)
Time Management	7 Years
Transportation	
Correspondence	7 Years
Grants	7 Years
Routes	7 Years
Student Incident Reports	7 Years
Vehicles	7 Years
Schools	
Financials	7 Years
Parent Society	5 Years
Student Activity	2 Years
Student Record	7 years past possible Graduation Date 60 days after QA process in PASI for digitized records
Volunteers	5 Years

Reference: Student Record Regulation AR 97/2019
Information Bulletin 3.2.5 – Access to Information
Information Bulletin 3.2.7 – Student Record Regulation Information
Freedom of Information and Protection of Privacy Act
FOIP Regulation 200/95
Association of School Business Officials of Alberta (ASBOA) Model Retention Schedule Guideline
@20171020
Alberta Government Administrative Records Disposition Authority (ARDA) Schedule 1986/050-A018