

PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 6

POLICY ITEM: Retention of School Records	CODE: IHGG
LEGAL STATUS: Board Motion #236.12; #161.18	DATE APPROVED: 05 Nov 12, 18 Jun 18

Background:

The Board of Education supports the retention and disposal of school records as per the guidelines suggested by the Saskatchewan School Boards Association (SSBA) *Records Retention and Disposal Guide for Saskatchewan School Divisions*.

Policy:

The Board of Education directs its administration to follow Saskatchewan School Boards Association *Records Retention and Disposal Guide for Saskatchewan School Divisions*.

Guidelines:

1. The Director and/or designate shall follow the most current guidelines to either retain or dispose of any records within the school division as per the Saskatchewan School Boards Association (SSBA) *Records Retention and Disposal Guide for Saskatchewan School Divisions*.