

## Administrative Procedures 185 Records Retention



Adopted: June 28, 2011

Amended: January 2026

### External References:

- Education Act, 1995: Sections 85, 87, 369
- Local Government Election Act
- Local Authority Freedom of Information and Protection of Privacy Act
- The Youth Criminal Justice Act
- Archives Act
- SSBA Records Retention & Disposal Guide

### Internal References:

AP 320 Student Records

### Background

The Division has a responsibility to maintain and safeguard appropriate records. Records are to be managed to facilitate decision making and expectations in regard to accountability.

### Procedures

1. Records Retention and Disposal
  - 1.1 Retention and disposal of records is to be in accordance with the directives of:
    - 1.1.1 The Education Act.
    - 1.1.2 The Local Authority Freedom of Information and Protection of Privacy Act.
    - 1.1.3 The Local Government Election Act.
    - 1.1.4 The Youth Criminal Justice Act.
    - 1.1.5 The Archives Act
  - 1.2 The duration of the retention of records will be as set out in Saskatchewan School Boards Association – Records Retention and Disposal Guide for Saskatchewan School Divisions.
2. Procedures in regard to student records, cumulative and permanent records, are to be in accordance with Administrative Procedure 320 Student Records.