



Administrative Procedure 2095

Records Retention and Disposition

Board Governance Policy Cross Reference: [1](#), [9](#), [13](#), [14](#), [15](#)

Administrative Procedures Cross Reference:

[Records Management](#)

Form Cross Reference:

Legal/Regulatory Reference:

[Manitoba Education - Guidelines on the Retention and Disposition of School Division/District Records](#)

[Manitoba Education – Manitoba Pupil File Guidelines](#)

Date Adopted: 2001

Amended: May 2019

The Brandon School Division is responsible for the records and information in its custody and control. The Secretary-Treasurer or designate is responsible for the implementation of the Division's records management Administrative Procedures and implementation of same, personally or through delegation.

The retention and disposition of records in the Division shall be conducted in accordance with the "Records Retention and Disposition Schedule" (Manitoba Education - *Guidelines on the Retention and Disposition of School Division/District Records*, as published by the Province of Manitoba). The Schedule provides the minimum retention periods and disposition for records and the Division may retain certain records longer before destruction or archiving.

Permanent records are those identified by the Secretary-Treasurer or designate as having enduring value or permanent significance because of their legal, fiscal or administrative value, or if of historical or cultural importance. Permanent records shall be archived in a clean, dry, secure location protected as best possible against water damage, mold or infestation, serviced by knowledgeable staff and made available to the public under access conditions determined by Provincial legislation and Division Administrative Procedures. A log shall be kept of records transferred to archives.

The Secretary-Treasurer or designate may arrange for archived records to be permanently stored in:

- in-house archives; and/or
- local archives; and/or
- the Provincial Archives of Manitoba,

provided that the Secretary-Treasurer and/or designate shall have access to all records so archived and authority to retrieve said records on behalf of the Division.

The destruction of records shall take place as soon as possible after the approved retention periods have lapsed, as an annual procedure, and under controlled and confidential conditions. A log shall be kept of all records destroyed.