



NIAGARA CATHOLIC DISTRICT SCHOOL BOARD Records and Information Management Classification & Retention System

Record Series	Scope Notes/ Function Description	Responsible Department (RD)	Retention Period ACTIVE	Retention Period INACTIVE	Total Retention Period	Non-Responsible Department Retention Period	Vital Record	Personal Information Bank (MFIPPA-O Requirement)	Archival Selection	Included in OSR	Notes/Reference	Value of Record (operational, legal or based on retention period in law)
ADMINISTRATION The function of overseeing the administration of the team and units within the board/authority and schools. Records supporting this function relate to administrative committees' decisions and meetings, and internal administrative support or services. The functions of acquiring and managing equipment, supplies, services and materials for schools.												
Associations/ Organizations	Includes reports, newsletters, publications, conference and workshop information and proceedings from organizations to which staff belong.	Originating Department	C + 1	1	C + 2	C + 1	-	-	-	-	-	Operational Value
Forms Inventory	Includes forms history and blank copies of forms, kept on file for convenience.	Originating Department	S	1	S + 1	S	-	-	Archival Review	-	-	Operational Value
Library Management	Includes records related to board/school library operations. Records include collection inventories, correspondence, acquisition and disposal planning and strategies, and other records related to library holdings and operations.	Library Services	S + 1	-	S + 1	S + 1	-	-	-	-	S = when inventories are updated and library weeding out is done.	Operational Value MFIPPA-O
Meeting Documentation: Internal	Includes records regarding staff meetings, student council and committees such as principals' council, secretaries' meetings, as well as district and subject head meetings. Records include agendas, minutes, reports and resolutions. <i>Excludes</i> governance committees (e.g., admin. council, exec. council, etc.).	Originating Department	C + 1	3	C + 4	C + 1	-	-	Archival Review	-	-	Operational Value
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Records Destruction Notices	Documentation relating to which records have been destroyed in the normal course of business. Includes lists of destroyed records and forms authorizing the destruction of records.	Records Management	P	-	P	P	Vital	-	-	-	Evidence of application of records program to support litigation if required.	Legal Value
Requests for Information	Includes requests and tracking sheets for Freedom of Information Requests made under the Municipal Freedom of Information Act and requests for access to student/employee records and information.	FOI Office School Human Resources	E + 2	-	E + 2	E + 1	-	-	-	-	E = final resolution of request (or appeal if applicable).	Operation Value MFIPPA-O
Service Requisitions and Reports: Internal Services	Includes records relating to translation, audio visual services, duplicating/ printing services and mail/courier and delivery services. Records include requisitions and memos for services, confirmations and service logs/reports, correspondence, reports, etc.	Originating Department	C + 1	-	C + 1	C + 1	-	-	-	-	-	Operational Value
COMMUNICATIONS AND PUBLIC RELATIONS												
The function of promoting and marketing boards/authorities/schools and programs and services. Records in this function include board/authority/school communication and press releases, speeches, websites, public relations activities, events and news releases; materials relating to marketing research, publications and reports.												
Advertisements	Includes publications, artwork and copies of advertisements placed by the board or schools. <i>Excludes</i> website records.	Originating Department	C + 1	3	C + 4	C	-	-	Archival Review	-	-	Operational Value
Appreciation and Commendations	Includes general commendations, certificates of appreciation and petitions received from the general public and parents. <i>Excludes:</i> records relating to specific employees or student records.	Originating Department	C + 1	-	C + 1	C	-	-	-	-	-	Operational Value
Communiqués	Includes memos, brochures, correspondence and related information about programs and activities sponsored by the board or by schools.	Originating Department	C + 1	3	C + 4	C	-	-	Archival Review	-	-	Operational Value



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Complaints	Includes records related to general complaints about the board/authority/ school and its activities. Includes correspondence, investigations, findings and related reports regarding resolution. Complaints about a specific project or program may be contained within the program. <i>Excludes</i> complaints specific to an individual student or staff member – see case files.	Originating Department	E + 1	-	E + 1	E	-	PIB	-	-	E = resolution of complaint.	MFIPPA-O
Contacts and Mailing Lists	Includes lists of individuals or organizations with whom the board/authority and school communicate. Records include mailing lists, emergency contact lists, student lists, etc.	Originating Department	S	-	S	S	-	PIB	-	-	S = when lists are updated.	MFIPPA-O Operational Value
Events, Ceremonies and Celebrations	Includes memos, notices, correspondence with parents and others, programs and all related materials pertinent to events sponsored by the board or by schools (e.g., parents' night, school opening ceremonies, reunions, etc.). Records include program schedules, correspondence, brochures, and event activity details.	Originating Department	C + 1	3	C + 4	C	-	-	Archival Review	-	-	Operational Value
Media Kits, Communications and News Releases	Includes records regarding board relations with the various media. Includes press releases and information releases, speeches, photographs, correspondence, etc.	Originating Department	C + 1	3	C + 4	C + 1	-	-	Archival Review	-	-	Operational Value
Memorabilia	Includes school/board memorabilia, collectibles and other historical items that reflect the individual nature of the schools, such as informal school/board/ authority histories, school logos and crests, songs, etc.	Originating Department	C + 1	3	C + 4	C + 1	-	-	Archival Review	-	These publications may have historical Value. If the board does not maintain a historical collection, consider permanent retention.	EA-O



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Multimedia Materials	Includes photographs, slides, videotapes, CDs, DVDs, recordings, etc. that document school and board activities.	Originating Department	S + 1	-	S + 1	S + 1	-	-	Archival Review	-	These publications may have historical Value. If the board does not maintain a historical collection, consider permanent retention.	EA-O
News Reports	Includes news reports from newspapers, magazines, websites and other publications regarding the board/ authority, school, staff, students and trustees. May be paper or electronic.	Originating Department	C + 3	-	C + 3	C	-	-	Archival Review	-	-	EA-O
Publications: Internal	Includes records and artwork for publications such as yearbooks, curriculum handbooks, school handbooks, school calendars, "Welcome to High School" booklets, annual reports, brochures on programs offered by schools, newsletters, and other school promotions.	School/ Originating Department	S + 1	3	S + 5	S	-	PIB	Archival Review	-	These publications may have historical Value. If the school/board/ authority does not maintain a historical collection, consider permanent retention.	EA-O MFIPPA-O
Speeches and Presentations	Includes speeches and presentations delivered by board/authority/school staff, elected officials and teachers covering non-classroom topics.	Originating Department	C + 4	-	C + 4	C + 1	-	-	Archival Review	-	These publications have historical Value. If the school/board/authority does not maintain a historical collection, consider permanent retention.	EA-O
Website content	Includes snapshots of website content and copies of web pages created by school boards for general public use. Includes board/authority and school sites.	Originating Department	C + 1	3	C + 4	C + 1	-	-	Archival Review	-	These publications have historical Value. If the school/board/authority does not maintain a historical collection, consider permanent retention.	Legal Value Operational Value EA-O



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FACILITIES MANAGEMENT												
The function of managing and maintaining board/ authority buildings and facilities and supporting capital initiatives and building improvements. Records include maintenance and operations reports, requests and logs, environmental testing of facilities, equipment maintenance and testing, facilities planning and improvements, capital and non-capital projects, inspection reports, and records relating to property acquisition and disposition, building and office renovations, security, and property management relationships.												
Building and Site Approvals	Includes documentation such as site plan approvals, building permits, Life Safety Plan and municipal reports pertaining to the approval of building plans by the municipality, Fire Marshal's Office, Ministry of Education, Ministry of Health, and other government bodies.	Facilities	E + 1	5	E + 6	E	-	-	-	-	E = as long as building remains board property.	BCA-O FPPA-O TSSA-O
Confined Spaces	Includes records relating to the assessment of confined spaces and written plans/procedures for the control of hazards in confined spaces. <i>Excludes</i> training records. See HR.	Facilities	E + 1	-	E + 1		-	-	-	-	E = when the record was first created. Note: Must ensure that the two most recent reports are retained.	OHSA-O
Designated Substances and Hazardous Material Monitoring: Hazardous Biological, Chemical or Physical Agents	Includes records regarding the monitoring of hazardous chemical and physical agents and designated substances in accordance with the <i>Occupational Health and Safety Act</i> . Includes air quality reports. <i>Excludes</i> workers exposure records.	Facilities	E + 1	4	E + 5	1	-	-	-	-	E = when the record was first created.	OHSA-O
Designated Substances and Hazardous Material – Waste Monitoring and Management	Includes records related to the management and disposal of chemical, biological or physical agents or substances.	Facilities/ Health and Safety	C + 1	2	C + 3	C	-	-	-	-	-	OHSA-O
Drawings and Specifications	Includes technical specifications for a project or property, e.g., mechanical, electrical and structural. Includes building and fire code requirements and architect's instructions. Includes all drawings and plans of schools and offices, such as master drawings and floor plans, site plans, aerial plans, and plans for additions and alterations.	Facilities	E	15	E + 15	E	Vital	-	Archival Review	-	E = as long as building remains board property.	RPLA-O



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Emergency Plans	Includes records regarding emergencies and related plans to support the board/authority/school in case of fire or other emergencies. Records include emergency plans, business continuity plans, call lists, supplier/vendor contacts, and related reports.	School/ Facilities	S + 1	4	S + 5	S	Vital	-	Archival Review		-	Operational Value
Facilities Construction Projects	Includes budgets, estimates, project plans and schedules, progress reports, project meeting minutes, certificates of clearance, project drawings and correspondence regarding the building of schools and other properties. <i>Excludes</i> capital projects financing and financial records related to construction disbursements.	Facilities	E + 1	5	E + 6	E	-	-	-	-	-	BCA, R.S.O. 1990 FPPA-O TSSA-O
Facilities Improvement Projects	Includes project records regarding the building improvements program and supporting documents specific to additions, renovations, and alterations to schools and buildings. Records include drawings, project plans, specifications, meeting minutes, project updates, budgets, etc.	Facilities	E + 1	5	E + 6	E	-	-	-	-	E = completion of project (superficial improvements). Upon project completion, certain records may be transferred to building maintenance and operations files for ongoing operational support.	BCA, R.S.O. 1990 ITA-C ITA-O ETA-C FPPA-O RPLA-O
Facilities Planning	Includes records regarding the allocation of classroom and workspace to staff and students. Records include correspondence, proposed enrolment studies and reports, facilities use plans, facilities designs and layouts, furniture layouts, etc.	Facilities	C + 1	3	C + 4	C + 1	-	-	-	-	-	Operational Value
Health and Safety Committee	Records include reports, correspondence, minutes of health and safety committee meetings, notices, correspondence and reports.	Facilities	C + 1	2	C + 3	C + 1	-	-	-	-	-	OHSA-O



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Health and Safety Inspection Reports	Includes records of inspections carried out by the Health and Safety Committee in accordance with the <i>Occupational Health and Safety Act</i> .	Health and Safety	C + 1	1	C+1	C + 1	-	-	-	-	Note: A minimum of two inspection reports must be retained.	OHSA-O
Incident Reports: Health and Safety and Student Safety	Includes general records relating to incidents that affect health and safety of staff and/or students, e.g., emergency response, school illness, infections, quarantines, etc. Records include reports, correspondence and summaries and information related to actions taken by staff. <i>Excludes</i> employee medical health records (personally identifiable records).	Facilities	E + 1	5	E + 6	E	-	-	-	-	E = resolution of issue. Note: Depending on the nature of the incident, records may have Legal Value.	OHSA-O
Inspection and Testing Logs and Reports: General	Includes all documentation to support the inspection and testing of buildings, equipment, physical plant and property. Records include logs, inspection reports, year-end reports, equipment lists and locations. Includes water flushing logs, water testing reports, elevator logs, sanding and salting logs, playground equipment inspections logs, chemical treatment log, underground storage tank inspections, playground inspections, physical education equipment inspections, technical program equipment, etc. <i>Excludes</i> contractor logs, air quality testing, Health and Safety inspection reports, emergency power systems inspections and testing, fire extinguisher testing, fire protection systems testing.	Facilities/ Custodian (as designated by the board)	E + 1	5	E + 6	E	-	-	-	-	E = date the record was created Note: Must ensure that at least current and immediately preceding reports are retained.	FPPA-O SDWA-O TSSA-O
Inspections Logs and Reports: Fire Protection Systems and Emergency Power Systems	Includes records regarding the inspection and testing of emergency power systems, fire extinguishers and fire protection systems.	Facilities	E + 1	1	E + 2	E	-	-	-	-	E = life of equipment.	FPPA-O



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Land Surveys	Includes survey information such as legal property surveys, construction layout and control surveys, field notes, and soil-boring reports.	Facilities	S	-	S	S	-	-	Archival Review	-	Ensure that land surveys are available at local registry office before destruction.	-
Maintenance and Operations: Buildings/ Physical Plant and Equipment	Includes records related to support the maintenance and operations of buildings, physical plant and equipment. Includes office equipment.	Facilities	E + 1	2	E + 3	E + 1	-	-	-	-	E = disposal of facility or equipment.	FPPA-O TSSA-O
Maintenance and Operations: Grounds	Maintenance requisitions, work orders, logs and reports showing action taken re grounds keeping, snow clearance, and cleaning.	Facilities	C + 1	1	C + 2	C	-	-	-	-	-	Operational Requirement
Material Safety Data Sheets	Includes material safety data sheets as created and issued by the manufacturer.	Facilities	E + 3	-	E + 3	E + 3	-	-	-	-	E = creation or revision of the MSDS. Note: Every location must retain a copy of the data sheet.	OHS-A-O
Permits/ Facility Bookings	Includes copies of permits issued by the board/ authority for the use of school property for purposes such as polling stations and community events. Also includes applications for permits, lists of permit holders and inter-jurisdictional permits.	Originating Department	C + 1	3	C + 4	2	-	-	-	-	-	Operational Value
Security	Includes records regarding the security of office and school facilities and properties such as control of keys, trespassing, surveillance reports, emergency telephone numbers/contacts, and police station locations. Also includes school visitor book and contractor logs, etc.	Facilities	S + 2	-	S + 2	2	-	PIB	-	-	-	EA-O MFIPPA-O
Vehicles/Fleet Management	Includes records of vehicles currently owned, and maintained by the board.	Facilities	E + 2	-	E + 2	E	-	-	-	-	E = disposal of vehicle.	CAI-O LA-O



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FINANCE AND ACCOUNTING												
The function of managing board/authority/school financial and accounting resources. Includes establishing and operating and maintaining accounting (payables, receivables, revenue) systems, controls and procedures, financial planning, reporting, preparing budgets and budget submissions, and the monitoring and analysis of capital assets. Records include but are not limited to accounts payable and receivable, budgets, audits, benefits accounting, expense payments, financial reporting, fixed asset management and all matters regarding the allocation and control of funds.												
Accounts Payable	Includes records documenting funds payable such as legal fees, trustees and employees expenses, vendor transaction listings, cheque requisitions, utilities, and petty cash disbursements. PIB for staff and board expense.	Finance	C + 1	5	C + 6	C + 1	-	PIB	-	-	-	ETA-C ITA-C ITA-O ECA-O MFIPPA-O
Accounts Receivable	Records related to the accounting for money owed to schools and boards. Records include invoices, cash receipts, correspondence, cash lists and statements of account	Finance	C + 1	5	C + 6	C + 1	Vital		-	-	-	ETA-C ITA-C ITA-O ECA-O
Audits - Financial	Includes records regarding internal and external financial audits of accounts.	Finance	C + 1	5	C + 6	C + 1	Vital		-	-	-	ETA-C ITA-C ITA-O ECA-O
Banking and Cash Management	Includes bank statements, bank reconciliations, deposit records, cancelled cheques, cheque stubs and money order rates.	Finance	C + 1	5	C + 6	C + 1	Vital		-	-	-	ETA-C ITA-C ITA-O ECA-O
Budgets	Includes departmental and board budgets, both capital and operating. Includes all working notes, budget formula calculations, current estimate highlights, preliminary formula budget calculation sheet summaries, and budgeted vs. actual reports.	Finance	C + 1	5	C + 6	C + 1	-	-	-	-	-	ETA-C ITA-C ITA-O ECA-O
Capital Projects: Financing	Includes records relating to the financing of capital projects. Includes quarterly reports, working papers, building monthly costs, capital payment vouchers, approvals, costing, capital expenditure forecasts and correspondence with architects and contractors.	Finance	E + 1	5	E + 6	E + 1	-	-	-	-	E = completion of project.	ETA-C ITA-C ITA-O ECA-O



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Capital Revenue	Includes records related to capital revenue from sale of property and rental income from leased premises and other sources.	Finance	C + 1	5	C + 6	C + 1	-	Vital	-	-	-	ETA-C ITA-C ITA-O ECA-O
Cost Allocations	Includes records relating to allocation of tuition and other costs between school boards/authorities. Records include correspondence, reports and related supporting documentation.	Finance	C + 1	5	C + 6	C + 1	-	Vital	-	-	-	ETA-C ITA-C ITA-O ECA-O
Financial Forecasts and Reports	Includes records relating to general ledger balancing, including GL reports, variance reports, yearly schedule, variance report changes.	Finance	C + 1	5	C + 6	C + 1	-	-	-	-	-	ETA-C ITA-C ITA-O ECA-O
Financial Statements	Includes the balance sheet, income statement, statement of source and application of funds, and other audited financial statements.	Finance	C + 1	Life of Board/ Authority	Life of Board/ Authority	C + 1	-	Vital	-	-	-	ETA-C ITA-C ITA-O ECA-O
Financial Work Papers	Includes all drafts, grant calculations and other working papers associated with the development of financial statements.	Finance	C + 1	5	C + 6	C + 1	-	-	-	-	-	ETA-C ITA-C ITA-O ECA-O
Funding Assessments	Includes records relating to the direction of school support, levies and related assessments. Also includes information on fee-paying, non-resident and international visa students.	Finance	C + 1	5	C + 6	C + 1	-	-	-	-	-	ETA-C ITA-C ITA-O ECA-O
Funding: External Sources	Records relate to bequests and donations, grants and subsidies, and ISA claims. Records include correspondence, background and supporting documentation.	Finance	E + 1	5	E + 6	E + 1	Vital	-	-	-	E = winding up of fund/ bequest or expiry of grant period.	ETA-C ITA-C ITA-O ECA-O
Funding: Student Council	Includes records on funds allocated to or raised by the student council. Records consist of accounts receivable and payable documents such as invoices and vouchers.	Finance	C + 1	5	C + 6	C + 1	Vital	-	-	-	-	ETA-C ITA-C ITA-O ECA-O



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Fundraising: Charitable Organizations	Includes records regarding the raising of funds for charitable organizations. Records include completed contribution forms, promotional materials for fundraising and reports.	Originating Department	C + 1	5	C + 6	C + 1	Vital	-	-	-	-	ETA-C ITA-C ITA-O ECA-O
Income Tax Returns	Records relating to federal and provincial income tax returns, including signed income tax returns and supporting documents submitted to federal and provincial tax agencies.	Finance	C + 3	Life of Board/ Authority	Life of Board/ Authority	C + 1	-	-	-	-	-	ETA-C ITA-C ITA-O ECA-O
Inventory Control: Fixed Assets	Records relating to balance sheets, including fixed asset listings, depreciation details, asset transfers, and details of extraordinary entries.	Finance	E + 1	P	P	E + 1	Vital	-	-	-	E = disposal of asset.	ETA-C ITA-C ITA-O ECA-O
Inventory Control: Non-fixed assets	Includes all records regarding inventories of board-/authority-owned equipment. <i>Excludes</i> hazardous materials inventories.	Finance	C + 1	5	C + 6	C + 1	-	-	-	-	-	ETA-C ITA-C ITA-O ECA-O
Investments	Includes records regarding the board's investments, term deposits and promissory notes. May also include records of investments in fuel for later sale to individual schools and other organizations involved in the bulk purchase. Includes records regarding the debentures and bonds issued. Includes information on the initial issuance of the debenture or bond and records of payments made to investors.	Finance	E + 1	5	E + 6	E + 1	Vital	-	-	-	E = after closure of account, redemption of issue.	ETA-C ITA-C ITA-O ECA-O
Journal Vouchers and Journal Entries	Includes completed journal voucher forms, input forms, and all background documentation used to substantiate journal entries.	Finance	C + 1	5	C + 6	C + 1	-	-	-	-	-	ETA-C ITA-C ITA-O ECA-O
Ledgers: General	Includes all records in the books of original entry, whether maintained in book format or as a computer report.	Finance	C + 1	Life of School/ Board/ Authority	Life of School/ Board/ Authority	C	Vital	-	-	-	General ledgers of dissolved school boards should be sent to the Ministry of Education.	ETA-C ITA-C ITA-O ECA-O



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Ledgers: Subsidiary Ledgers, Registers and Journals	Includes all subsidiary ledgers, registers and journals such as payment and receipt journals, payroll registers, purchase order registers, and year-end adjustments.	Finance	C + 1	5	C + 6	C + 1	-	-	-	-	-	ETA-C ITA-C ITA-O ECA-O LA-O RPLA-O
ONSIS Reporting:	Includes all counts and projections documenting enrolments in the school system and statistical reports required by the Ministry of Education as part of the funding process for the preparation of educational statistics, e.g., October and March school/board/authority reports.	Finance	C + 1	5	C + 6	C + 1	-	-	Archival Review	-	2008 discussions with the Ministry OnSIS group indicate that there is no specified retention period for these reports. The current retention period is based on the need to support other data.	-
Payroll Management	Includes all records of payments of salary, wages and deductions to employees. Includes payroll master cards, time sheets, direct deposit request forms, payroll update logs, payroll deduction and billing reports. Includes T4's, TD's, and ROE's.	Finance	C + 1	C + 5	C + 6	C + 1	Vital	PIB	-	-	-	ETA-C ITA-C ITA-O ECA-O
Pension Contributions/ Support	Includes contribution cards detailing pension and benefits obligations due to retired employees under OMERS and other annuity or superannuation plans (TPP). Includes payroll records required to determine and verify pension payments.	Finance	E + 1	E + 5	E + 6	E + 1	Vital	-	-	-	E = until pension is paid out to all beneficiaries.	ETA-C ITA-C ITA-O ECA-O
Purchasing Documentation	Records supporting purchases made by the school/board/authority. Includes purchase requisitions, purchase orders, requests for proposal, requests for quotations, specifications, invitations to tender, proposals, tender submissions, bid and performance bonds, and all documentation regarding the selection process.	Finance	C + 1	C + 5	C + 6	C + 1	Vital	-	-	-	-	ETA-C ITA-C ITA-O ECA-O



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Sales and Property Tax Returns and Reports	Includes records documenting taxation such as gas surtax reports, income tax returns, and federal sales tax tables. Also includes Goods and Services Tax returns and requests for rebate.	Finance	C + 1	5	C + 6	C + 1	-	-	-	-	-	ETA-C ITA-C ITA-O ECA-O
Transportation Reports and Costing	Includes records on bus route costing, fuel rates, bus capacity loading, and records regarding the escalation and de-escalation of fuel prices for vehicles and buses and its impact on the Bus Transportation Contract with the Bus Line Operators.	Originating Department	C + 1	5	C + 6	C + 1	-	-	-	-	-	ETA-C ITA-C ITA-O ECA-O
GOVERNANCE												
The function of governing boards/authorities/schools and exercising legal authority and control. The corporate governance structure specifies the distribution of rights and responsibilities among different participants in boards/authorities/ schools, such as the board and staff, and spells out the rules and procedures for making decisions on it affairs. Includes resolutions, bylaws, policies and procedures, charters, board meeting administration, and strategic planning.												
Appointments: Board and Committee Members	Includes records on recommendations made by the board regarding appointments to other local boards such as the library board, board solicitors, banking authority and auditor.	Board Secretary	E + 1	-	E + 1	E + 1	-	-	Archival Review	-	E = expiry of term of office.	EA-O
Articles of Incorporation, By-laws and Constitution	Includes records related to the operation of the school board and capture details about the legal entity.	Board Secretary	S + 1	Life of Board/ Authority	Life of Board/ Authority	S	-	-	Archival Review	-	S = changes made to documentation.	EA-O
Audits - Program	Includes audits of programs, curriculum plans and related board/ authority and school activities undertaken by the Ministry of Education.	Originating Department	E + 1	5	E + 6	-	-	-		-	-	EA-O
Meetings: Board of Directors	Includes agenda and related reports meetings, working notes used in agenda preparation, minutes, resolutions and meeting briefs.	Board Secretary	C + 5	Life of Board/ Authority	Life of Board/ Authority	C + 1	-	-	Archival Review	-	-	EA-O



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Meetings: Governance Committees and Councils	Includes agenda and minutes of school standing, advisory and ad hoc committees. May include school council, administrative council, directors' council; steering, standing, and advisory committees; task forces; the Employee Assistance Program advisory committee; and Special Education advisory committee.	Board Secretary	C + 5	Life of Board/ Authority	Life of Board/ Authority	C + 1	-	-	Archival Review	-	-	EA-O
Guidelines, Policies and Directives: External	Includes documentation about initiatives and guidelines provided by the Ministry of Education. Records include memoranda, directives, and correspondence such as the OSR Guideline, EIC Guidelines and Ministry Policy/Program Memoranda.	Board Secretary	S + 3	-	S + 3	S	-	-		-	S = when policies and directives are replaced. Board/authority/school can obtain old copies from Ministry if required.	EA-O
Guidelines, Policies and Directives: Internal	Includes records relating to board and school operating practices and activities. policy and procedure manuals, guidelines and directives, and all other policies and procedures established by the board, departments and schools, such as accounting procedures, emergency procedures, evaluation procedures, records management, personnel, and attendance reporting procedures.	Originating Department	S + 1	Life of Board/ Authority	Life of Board/ Authority	S	-	-	Archival Review	-	S = when policies and procedures are replaced. Core records to show evolution of school/board/ authority.	EA-O FPPA-O OHSA-O
Intergovernmental Reporting and Communication	Includes correspondence and reports between the board and various levels of government such as the municipality, provincial ministries, etc. Also includes correspondence and information on other school boards.	Originating Department	C + 1	5	C + 6	C + 1	-	-	Archival Review	-	-	EA-O



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Organization Structure	Includes records regarding reporting relationships, organization structure, organization analysis, etc. For both schools and school boards/authorities. Includes organizational charts and school profiles.	Originating Department	S + 1	-	S + 1	S	-	-	Archival Review	-	S = when organization structure changes.	EA-O
Trustee Management	Includes clerk's certificate, elections information, personal information, directories and news items regarding the trustees. Also includes trustees' distribution and orientation information.	Board Secretary	E + 2	-	E + 2	E + 1	-	PIB	Archival Review	-	E = expiry of term of office.	EA-O MFIPPA-O
HUMAN RESOURCES												
The function of managing all employees within the organization in accordance with policies and procedures. Records include but are not limited to personnel records, employee collective agreements, employee information (including medical information), conditions of work, overtime, salary rates, pensions, benefits, payroll records, grievances, performance evaluations and recruitment.												
Attendance – Employee	Includes records regarding employee attendance, absences (leaves and sabbaticals) and vacations. Records include details about vacation schedules, hours of work, absenteeism reports and related reports from the HRIS systems.	Human Resources	E + 3	-	E + 3	-	-	PIB	-	-	E = date record created.	ESA-O MFIPPA-O
Criminal Background Checks	Includes records listing any criminal code convictions that have not been pardoned for all existing and new employees, service providers and volunteers that come into direct contact with students on a regular basis.	Human Resources	E	E + 6	E + 6	E	-	PIB	-	-	E = termination of employment or six years without an offence declaration for volunteers.	EA-O MFIPPA-O
Criminal Offence Declarations	Annual offence declarations, signed by the employee/service provider, which lists all criminal code convictions registered since the date of the CBC or last offence declaration.	Human Resources	S + 1	-	S + 1	C	-	PIB	-	-	Retain current and previous year.	EA-O MFIPPA-O



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Employee Benefit Plans	Includes brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered to employees such as group insurance, dental plans, employee assistance program, benefit rate changes and premium adjustments.	Human Resources	S + 1	-	S + 1	S	-	-	-	-	-	Operational Value
Employee Incident/ Accident Reports	Includes reports of accident/injury to board/authority employees under the <i>Workplace Safety and Insurance Act</i> and designated substances exposure records under the Occupational Health and Safety Act. Records may include: doctor's notes, follow-up notes and related correspondence, and short-term and long-term disability claims for both teaching and support staff and record of administration of first aid.	Human Resources	E + 1	6	E + 7	E	-	PIB	-	-	E = claim settled.	LA-O MFIPPA-O OHSA-O WSIA-O
Employee Records	Includes records regarding the employment history of the board/authority or school employees. Includes initial resume and applications, internal applications, benefit enrollment forms, salary calculation forms, change advice, employee master record cards, certification of level placement, probationary contract, key tasks, and employee verification forms. Includes teaching and support staff.	Human Resources	E + 1	6	E + 7	E	Vital	PIB	-	-	E = termination of employment.	LA-O OHSA-O MFIPPA-O WSIA-O
Employee Surveys	Includes surveys and research conducted on board/authority staff regarding issues and planning that affect them.	Human Resources	S + 1		S + 1	S	-	PIB	-	-	S = when survey is updated.	MFIPPA-O
Employment Equity Program	Includes records and historical information regarding employment equity.	Human Resources	E + 1	2	E + 3	E + 1	-	PIB	Archival Review	-	E = termination of the plan.	MFIPPA-O



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Human Resource Planning	Includes records of succession planning, staff allocations, staff turnover, staff mobility, promotions, transfers and related records.	Human Resources	C + 1	4	C + 5	C + 1	-	PIB		-	-	MFIPPA-O
Job Descriptions	Includes job descriptions and specifications as well as background information used in their preparation or amendment. Also includes positions of responsibility.	Human Resources	S + 2	-	S + 2	S	-	-	Archival Review	-	S = when new job descriptions are written.	Operational Value
Labour Relations Negotiations and Agreements	Includes records regarding the administration and interpretation of the board's/authority's collective agreements and includes seniority lists, implementation plans, subplans, and related records. Also includes records related to collective bargaining, e.g., final offers, memoranda of settlement, mediations, arbitrations, and scatter grams used in preparation for bargaining. <i>Excludes</i> collective agreements. See LEG .	Human Resources	E + 5	-	E + 5	E	-	-	-	-	E = termination of contract period; seniority lists until suspended.	-
Labour Relations: Grievances and Arbitration	Includes records regarding grievances filed by employees, such as evaluation reports, notifications, correspondence with unions concerning grievance initiators, and legal opinions.	Human Resources	E + 5	-	E + 5	E	-	PIB	-	-	E = resolution/withdrawal of grievance.	MFIPPA-O
Labour Relations: Union Certification	Includes original documents re the certification of labour unions.	Human Resources	P	-	P	P	-	-	-	-	-	-
Medical Records: Employee	Includes doctor's notes, correspondence, and health reports related to an employee's medical situation.	Human Resources	E + 1		E + 1	E	-	PIB	-	-	Note: Maintain confidentially and limit access (OPSBA guidelines).	MFIPPA-O
Medical Records: Hazardous Materials Exposure	Records of exposure to asbestos and other hazardous materials.	Human Resources	E + 1	19	E + 20	E	-	PIB	-	-	E = last record made.	OHS-A-O MFIPPA-O



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Pay Equity	Includes records regarding the establishment and implementation of the board's/authority's pay equity plan. Records include background and information, consultant information, questionnaires, and job evaluation plans.	Human Resources	S + 1	4	S + 5	S	-	-	-	-	-	-
Pension/ Superannuation Plans	Includes general information on OMERS, TPP and other annuity or superannuation plans and annual information returns.	Human Resources	S	Life of Board/ Authority	Life of Board/ Authority	S	-	-	-	-	-	-
Performance Appraisals	Includes records of job performance appraisals on all employees according to established timelines and criteria through board/ authority procedures.	Human Resources	E + 1	5	E + 6	E	-	PIB	-	-	E = date of appraisal.	MFIPPA-O EA-O
Professional Development Participation	Includes records relating to invitations, approvals and registrations for internal and external training events, seminars and workshops.	Originating Department	C + 1	-	2	C + 1	-	PIB	-	-	-	MFIPPA-O
Professional Development Programs and Materials	Includes records regarding courses and conferences facilitated by the board/ authority for staff development and information on career and professional development programs. Also includes conference proceedings and presentations, orientation materials and staff development calendars.	Originating Department	C + 1	3	C + 4	C + 1	-	-	Archival Review	-	-	Operational Value
Recruitment and Hiring	Includes records regarding the recruitment of staff. Includes job postings, copies of advertisements, competitions and resumes of candidates selected for interviews.	Human Resources	E + 1	-	E + 1	E	-	-	Archival Review	-	E + posting. Note: Only retain files for people interviewed.	Operational Value



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Resumes and Job Applications	Records include applications, resumes and applicant evaluations to support recruitment in the school and school board/ authority. <i>Excludes</i> resumes of candidates selected to be interviewed.	Human Resources	E + 6M	-	E + 6M	E	-	PIB	-	-	E = decision regarding hiring or not. Resume is transferred to employee file upon hiring. (Suspend destruction for grievances.)	MFIPPA-O Legal Value
Salary Administration	Includes records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, salary surveys and schedules, salary increments, service pay and substitution pay. <i>Excludes</i> pay equity planning.	Human Resources	S	-	S + 1	S	-		-	-	-	
Staff Awards, Certificates and Bursaries	Includes records relating to special recognition and awards presented to staff.	Human Resources	C + 2	-	C + 2	C + 2	-	PIB	-	-	Subject to inclusion in the employee record.	MFIPPA-O
Staff Listings and Reports	Includes all report listings concerning staff, e.g., staff directories, seniority lists, retirement lists and lists of supply teachers.	Human Resources	S + 1	-	S + 1	S	-	PIB	-	-	S = when new lists are received.	MFIPPA-O
Temporary Resourcing	Includes correspondence, requests for temporary help, lists of floater secretaries/supply teachers, etc.	Human Resources	E + 1	-	E + 1	E	Vital	PIB	-	-	E = termination of employment.	MFIPPA-O
Training Records	Includes records related to staff training mandated by legislation or board policy including confined space general and specific training, WHMIS training, etc.	Human Resources	S + 1	3	S + 4	-	-	PIB	-	-	-	MFIPPA-O
Volunteer Development	Includes records of volunteer programs such as recruitment workshops, annual receptions and volunteer activities in schools. Records include volunteer guidelines, correspondence, and volunteer program details. <i>Excludes</i> criminal background checks and offense declarations.	Schools	S	-	S + 1	S	-	PIB	Archival Review		-	MFIPPA-O



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INFORMATION AND COMMUNICATIONS TECHNOLOGY The function of applying and managing information and communications technology to support the business needs of the organization to capture, store, retrieve, transfer, communicate and disseminate information through automated systems such as Wide Area Networks and Local Area Networks. Includes planning, determining requirements, developing acquiring, modifying and evaluating applications and databases, and acquiring, tendering, leasing, licensing, registering and disposition of systems.												
Computer System and architecture Documentation	Records relating to the design of computer systems and/or software, including needs assessments, business cases, project charter, process flowchart documentation, impact analysis, user and system requirements, specifications, testing plans and results, user sign-offs, project management meeting minutes/documentation, system development documentation, software design records, and software inspection notes. Also includes records on system installations/conversions and product evaluations.	ICT	S	-	S + 2	S	-	-	-	-	E = life of system.	-
Information Systems Production Activity and Control Files	Records relating to computer system operations and backup tapes. Includes activity logs, help desk tickets, change control sheets, change orders, file access control reports, system changes, and mainframe access forms.	ICT	S + 1	-	S + 1	-	-	-	-	-	-	-
Access Control and Password Records	Records related to the management of and access to programs. Includes individual access, password management, etc.	ICT	E + 1	-	E + 1	-	-	-	-	-	E = termination of employee.	-
Telecommunications Systems	Records relating to the management and maintenance and use of telecommunications equipment. Includes system documentation, configuration details and services provided.	ICT	E + 1	2	E + 3	-	-	-	-	-	E = life of system.	-



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LEGAL												
The function of addressing legal issues relating to the operations of the board/ authority and schools. Records include, but are not limited to, claims and litigation files, appeals and hearings, contracts and agreements entered into on behalf of the board/ authority and schools, deeds and titles relating to properties, harassments incidents, etc.												
Accident/Incident Claims and Reports	Includes reports related to student accidents that occur on board/authority property, schools and the administration offices or on school trips. Records include claims, communications, investigations, reports, administration of first aid and action taken. Includes reports to OSBIE. <i>Excludes</i> claims/ litigations, WSIB claims/ reports.	Business/ Corporate Services	E + 2	-	E + 2	E + 1	-	PIB	-	-	If applies to student, keep until student is age 18 and report is at least 2 years old.	MFIPPA-O
Acts and Legislation/ Regulations	Includes single copies of Acts and Regulations, bills and judgments relevant to the board's/authority's activities, as well as correspondence and discussion papers concerning the Acts and Regulations and amendments to them.	Corporate Services	S + 1	-	S + 1	S	-	-	-	-	S = when act or regulation is replaced.	Operational Value
Appeals/Hearings	Includes records of hearings conducted with regard to issues that affect the school/board/ authority. Records include correspondence, reports, discovery findings, hearing proceedings and final decisions.	Originating Department/ Legal	E	5	E + 5	E	-	PIB	-	-	E = final resolution.	LA-O MFIPPA-O
Claims/Litigation	Includes all liability claims and litigation against or entered into by the boards/authorities and schools. Include reports, correspondence, investigations, etc. <i>Excludes</i> accident reports and WSIB/STD/LTD claims.	Originating Department/ Legal	E + 1	-	E + 1	E + 1	-	PIB	-	-	E = resolution of claim.	LA-O
Contracts and Agreements	Correspondence and information related to contracts and agreements.	Originating Department/ Legal	E + 1	5	E + 6	E + 1	-	-	Archival Review	-	E = expiry of agreement.	LA-O
Deeds and Titles	Includes original deeds to any board-/authority-owned property.	Legal	Life of Board/ Authority	-	Life of Board/ Authority	Life of Board/ Authority	-	-	-	-	<i>Registry Act/ Land Titles Act</i>	RPLA-O



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Incidents - Racial Discrimination and Harassment	Includes records of incidents involving staff and students, incident reports, investigations, and correspondence. <i>Excludes</i> appeals/hearings.	Originating Department	E + 1	-	E + 1	1	-	PIB	-	OSR	-	MFIPPA-O
Insurance Policies	Records relating to policies to cover loss or damage to property or premises and cover staff and general public against injury or death resulting from accidents on school/board/authority premises or occurring during employment. Records include insurance policies, the annual review of insurance policies, certificates, appraisals and correspondence. <i>Excludes</i> insurance claims and accident reports.	Legal	E + 1	5	E + 6	E + 1	-	-	-	-	E = expiry of policy.	LA-O
Legal Opinions/Precedents	Records relating legal opinions and precedents about legal issues identified by the school/board/authority. Includes case law, correspondence, reports, and findings/opinions.	Legal	E + 1	-	E + 1	E	-	-	-	-	E = completion of issue.	Operational Value
Policing Arrangements	Includes correspondence between schools and police departments regarding extra duty officers, police visits to schools, and related items.	Originating Department	C + 1	-	C + 4	2	-	-	-	-	-	Operational Value
Property Acquisition and Sale	Includes land purchase agreements, development agreements, property appraisals, valuations and quotes concerning land owned by the board/authority or under consideration for purchase. Also includes plans, correspondence, reports and backup documentation relating to the acquisition or sale of lands.	Originating Department	E + 1	19	E + 20	E + 1	-	-	-	-	E = disposal of property.	RPLA-O
Property Damage/Trespassing Reports	Includes reports and general correspondence regarding property damage, theft or loss. Includes vandalism reports, copies of repair invoices, annual summaries.	Originating Department	E + 1	4	5	1	-	PIB	-	-	E = date of damage.	RPLA-O MFIPPA-O



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PROGRAM DESIGN AND DEVELOPMENT												
The function of applying curriculum guidelines and designing education programs for students. Records include but are not limited to proposals, correspondence, lesson plans, and course outlines.												
Program Development and Design	Includes proposals, correspondence and curriculum development materials including teaching units, lesson plans, blank examinations, testing ideas, songs, music sheets and other learning materials.	Curriculum/ Program Services	S + 3	-	S+3	S + 1	-	-	-	-	-	CA-C EA-O
Program Planning	Includes proposals for new curriculum program, either system-wide or at the school level. Includes meeting notes and reports. Includes program review reports and other valuations of specific programs in the curriculum. Also includes EQAO test results.	Curriculum/ Program Services	S + 3	-	S + 3	S + 1	-	-	Archival Review	-	E = last Ministry review or audit.	EA-O
Program/ Curriculum Guidelines	Includes Ministry/board/ authority guidelines, directives, approved texts and software lists, and related correspondence concerning the provision of specific programs in the curriculum (e.g., junior/senior kindergarten, French immersion).	Curriculum/ Program Services	S + 3	-	S+3	S + 1	-	-	Archival Review	-	-	CA-C EA-O
Outlines/Courses of Study	Includes outlines of available programs and courses of study.	Curriculum/ Program	S + 3	-	S + 3	S + 1	-	-	Archival Review	-	-	CA-C
PROGRAMS AND SERVICES IN THE COMMUNITY												
The function of offering programs and services to the community through school and board/ authority facilities. Programs include night school and summer school, and services to the community include day care and safety awareness. Records include but are not limited to lesson units, reports, program reviews, teaching materials, correspondence and program brochures/ advertising. Generally refers to programs that are not part of day school.												
Programs and Services: Community	Includes records such as Education Week, summer arts camp, mentorship for Immigrants and community use of schools, day care services and safety and awareness programs. Also includes program reviews and reports of the activities of community liaison officers.	Curriculum/ Program Services	S + 1	3	C + 4	1	-	-	Archival Review	-	-	-



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Programs: Continuing Education	Includes objectives, lesson units, principal reports, program reviews, teaching materials and related records used in continuing education programs (such as heritage awareness, second language, multicultural, seniors programs).	Curriculum/ Program Services	S + 3	-	S + 3	S + 1	-	-	Archival Review	-	-	-
Programs: Parks and Recreation	Includes records of programs such as swimming and fitness made available through municipal Parks and Recreation or the YMCA/YWCA.	Curriculum/ Program Services	1	-	1	1	-	-	-	-	-	-
RESEARCH AND PLANNING												
The function of undertaking research and planning to support the ongoing operations of the school and board. Records include but are not limited to research surveys, studies and reports which address issues such as school boundaries, student demographics, municipal planning and statistics used to support Ministry funding requests.												
Planning: School Enrolments	Includes records regarding planning and development issues within the municipality that may have implications on enrolments within the school system. Includes subdivision plans, official plan amendments, Ontario population reports, and traffic studies.	Originating Department	C + 1	3	C + 4	1	-	-	-	-	-	Operational Value
Planning: School Boundaries	Includes information relevant to the establishment of school boundaries for purposes of enrolment and facility use. Includes boundary descriptions, school attendance areas and maps.	Originating Department	S	P	P	S	-	-	Archival Review	-	-	Operational Value EA-O
Research Projects: School System	Includes records relating to internal and external research. Records include applications, surveys and research reports undertaken to capture information about school system issues; student evaluation and scoring systems and student backgrounds; school and career selection; and external research. Records include applications, surveys and research reports.	Originating Department	E + 1	5	E + 6	E + 1	-	-	Archival Review	-	E = completion of research project.	Operational Value



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Research Projects: Curriculum/ Program	Includes records of any research conducted into curriculum or program development, such as questionnaires, interest surveys and independent research studies.	Curriculum/ Program Services	E + 1	5	-	E + 1	-	-	Archival Review	-	E = completion of research project	Operational Value
Research Requests: External	Includes external applications to conduct research from sources such as universities, graduate students, and foundations, and final reports.	Originating Department	E + 1	-	-	E	-	-	Archival Review	-	E = completion of external research project.	Operational Value
Strategic Planning	Includes all strategic and operational planning documents, and mandates, as well as related correspondence and background information.	Originating Department	S + 2	-	S + 2	S + 1	-	-	Archival Review	-	-	Operational Value
Reference Materials	Includes information gathered as background data to support research and other activities within the board/authority and the school. Information may include articles, white papers, research reports, and information from other schools and boards.	Originating Department	S + 2	-	S + 2	S + 1	-	-	-	-	-	Operational Value
Research Projects: Student Demographics	Includes aggregate reports profiling the characteristics of the student population, such as age, grade, promotion, and country of birth, religion, and other trend data.	Originating Department	E + 1	5	E + 6	E + 1	-	-	Archival Review	-	-	Operational Value
STUDENT SERVICES												
The function of providing students with programs and services in accordance with the <i>Education Act</i> . Records cover such areas as admissions, transfers and withdrawals, Ontario Student Records, guidance and counselling, assessments, consent/ permission forms for special activities and programs, and extra-curriculum programs and participation. Records include but are not limited to student marks, program participation records, examination and testing records, and counselling records.												
Bursaries and Awards	Includes records regarding bursaries and awards presented to students at commencement or graduation.	School	E + 1	-	E + 1	1	-	PIB	-	OSR	E = retirement/ transfer of student.	<u>MFIPPA-O</u>
Case Files: Placement Assessments	Records relating to the assessments of students to determine their language background, immigration status, educational history etc.	School	E + 1	-	E + 1	E	-	PIB	-	OSR	E = retirement/ transfer of student.	<u>MFIPPA-O</u>



NIAGARA CATHOLIC DISTRICT SCHOOL BOARD Records and Information Management Classification & Retention System

Record Series	Scope Notes/ Function Description	Responsible Department (RD)	Retention Period ACTIVE	Retention Period INACTIVE	Total Retention Period	Non-Responsible Department Retention Period	Vital Record	Personal Information Bank (MFIPPA-O Requirement)	Archival Selection	Included in OSR	Notes/Reference	Value of Record (operational, legal or based on retention period in law)
Case Files: Attendance Issues	Includes records for students who are referred for counseling on attendance problems. Also includes SALEP records.	School	E + 1	-	E + 1	E	-	PIB	-	OSR	E = retirement/ transfer of student. Subject to inclusion in the OSR.	<u>MFIPPA-O</u>
Case Files: Counselling	Includes case files of students who are referred for behavioural difficulties, psychological testing, speech and language issues, and social worker reports. Records include referrals, reports, and case notes.	School	E + 10	-	E + 10	E	-	PIB	-	OSR	Case files are maintained in accordance with Health Care Professional guidelines. E = date of last contact or date student turns 18 years of age. Copies of summary reports may be included in the OSR for retention in accordance with the OSR guideline.	<u>MFIPPA-O</u> <u>EA-O</u>
Case Files: Referrals	Includes a compilation of all records for individual students who are referred for student services. Includes final summaries, confidential reports, and consents to disclosure and referral forms (e.g., IPRC). May include home instruction/home schooling records.	Student Services	E + 1	-	E + 1	E	-	PIB	-	OSR	E = resolution of issue. Subject to inclusion in the OSR. E = date of last contact or date student turns 18 years of age. Subject to inclusion in the OSR.	<u>MFIPPA-O</u>
Case Files: Student Welfare	Includes correspondence and confidential reports regarding students where there is suspicion of child abuse, neglect or family violence.	School	E + 1	-	E + 1	1	-	PIB	-	-	E = date of report. This documentation is not considered part of the Ontario Student Record and should be kept in a file in the principal's office for security. A notation that a report has been forwarded to the Children's Aid Society is adequate for the OSR. After most recent reports, retained only by special approval of the board/ authority.	<u>MFIPPA-O</u>



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Certificates of Program Completion	Records relating to successful completion of programs offered by the school/board/authority. Records include certificates and correspondence related to courses. <i>Excludes</i> report cards and day school program.	School	E + 1		E + 1	E	-	PIB	-	OSR	E = completion of course.	MFIPPA-O
Examinations and Testing	Includes records regarding student exams and/or province-wide testing (e.g., EQAO). Records include correspondence, exam day schedules, exam day attendance and originals of completed student examinations. <i>Excludes</i> master copies of blank exams.	School	C + 1	-	C + 1		-	PIB	-	-	-	MFIPPA-O
Extracurricular/ Co-curricular Activities	Includes records regarding school extracurricular activities such as clubs, choir, student council, and athletics.	School	C + 1	-	C + 1	C + 1	-	-	-	-	-	Operational Value
Guidance Materials	Includes brochures, calendars, description sheets and catalogues relating to career opportunities, external school programs, post-secondary education, private schools, and scholarships to support students.	School	S	-	S	S	-	-	-	-	-	Operational Value
Miscellaneous Student Information	Includes miscellaneous information about students (filed by student name)	School	-	-	-	-	-	-	-	-	-	
Office Index Cards	Includes all office index cards containing personal information, as well as retirement/transfer information on individual students, which is available for immediate access and as OSR backup information. The OIC may be retained electronically if a hard copy can be readily produced.	School	E + 55	-	E + 55	E + 1	-	PIB	-	-	E = retirement/ transfer of student. Remains with school after E.	MFIPPA-O EA-O



NIAGARA CATHOLIC DISTRICT SCHOOL BOARD Records and Information Management Classification & Retention System

Record Series	Scope Notes/ Function Description	Responsible Department (RD)	Retention Period ACTIVE	Retention Period INACTIVE	Total Retention Period	Non-Responsible Department Retention Period	Vital Record	Personal Information Bank (MFIPPA-O Requirement)	Archival Selection	Included in OSR	Notes/Reference	Value of Record (operational, legal or based on retention period in law)
Ontario Student Records (OSR)	<p>Includes original Ontario Student Record folders with all documentation maintained for the OSR system, such as final student report cards and Ontario Student Transcripts, records of instruction in French/Native as a second language, documentation file, Special Education programs and SALEP. May include reports from third parties in accordance with the Ministry's Guideline if:</p> <ul style="list-style-type: none"> • "the principal is of the opinion that the report is conducive to the improvement of the instruction of the student; • the principal receives written consent, from the adult student or the parent(s) or guardian(s) of a student who is not an adult, to the inclusion of the report." <p>The information relating to suspension for violent behaviour shall not be removed from the OSR unless three consecutive years have passed during which no further suspensions for serious violent incidents have taken place. <i>Excludes Office Index Cards.</i></p>	School	E + 5	E + 50	E + 55	E + 1	-	-	-	-	<p>E= retirement/ transfer of student*, computer database record purged, on retirement/transfer. Note: Includes electronic data. Note: 5 years post-retirement, shred all records but the office index card, the transcript and the OSR folder in accordance with the OSR guideline. Note: Consult with SOE for identified students. Retention for Violent Incidents Report.– E + 3 or E + 5 (as below).</p> <p>No Suspension/ No Expulsion E + 3 (E = three years without report of a violent incident to police).</p> <p>Suspension E + 3 (E = completion of three consecutive years during which there were no further suspensions for serious violent behaviour).</p> <p>Expulsion – E + 5 (E = five years from the date of expulsion).</p>	<u>MFIPPA-O EA-O</u>

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

Records and Information Management

Classification & Retention System

Record Series	Scope Notes/ Function Description	Responsible Department (RD)	Retention Period ACTIVE	Retention Period INACTIVE	Total Retention Period	Non-Responsible Department Retention Period	Vital Record	Personal Information Bank (MFIPPA-O Requirement)	Archival Selection	Included in OSR	Notes/Reference	Value of Record (operational, legal or based on retention period in law)
Programs: Co-operative Education	Includes correspondence with potential employers, surveys, and monthly monitoring teacher reports, statistics and other records of co-operative education programs. Also includes apprenticeship programs. <i>Excludes</i> Work Education Agreements.	School	E + 1	5	E + 6	E + 1	-	-		-	E = termination of work placement.	
Programs: Non-classroom	Includes records regarding student exchanges and field trips and arrangements for special events related to specific programs, such as concerts, festivals, track meets, facility tours, tournaments, art or essay contests, and science fairs. Records include correspondence, plans, schedules, etc.	School	C + 1	-	C + 1	C + 1	-	-	Archival Review	-	-	MFIPPA-O
Registers: Student Enrolment and Attendance	Includes registers and reports concerning the enrolment / attendance of students, recording of daily attendance, and daily absence reports. Also includes class registers for non-school system programs such as continuing education, driver education and heritage language programs.	School	E + 1	-	E + 2	E	-	PIB	Archival Review	-	Retain for Ministry audit purposes. See Instructions for the Use of Computerized Enrolment Registers for Elementary and Secondary Schools. Requires printed copies of current and previous year's register.	MFIPPA-O EA-O
Registers: Student Marks	Includes information on students' courses completed, marks received and mark verification sheets. Also includes electronic records. <i>Excludes</i> report cards.	School	C + 1	-			-	PIB		-	Student marks are included in OSR as part of report card.	MFIPPA-O
Student Health Records	Includes medical and health information regarding students required for the care and treatment of students in the school setting. Includes pediculosis, medical emergency plans, administration of medication plans and other health related materials.	School	C + 1	-	C + 1		-	PIB		OSR	Subject to inclusion in OSR.	MFIPPA-O



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Student Meal Programs	Includes records of school milk and breakfast programs, such as lists of students involved in the programs.	School	C + 1	-	C + 1	-	-	PIB			-	<u>MFIPPA-O</u>
Student Records: External Program Participation	Includes requests, consent/permission forms, correspondence and reports regarding school field trips and reports relating to the student(s) involved in exchanges.	School	E + 1	-	E + 1	E	-	PIB	Archival Review	OSR	E = completion of exchange or program. Subject to inclusion in OSR.	<u>MFIPPA-O</u>
Student Records: Continuing Education	Includes mature student appraisals, marks and other student-centred records for continuing education.	School	E + 1	-	E + 1	E	-	PIB		OSR	E = retirement/transfer of student.	<u>MFIPPA-O</u>
Student Records: Co-op Programs	Includes records of individual students participating in co-operative education work assignments, such as copies of work education agreements, evaluation forms for employer interviews, training plans and applications for programs, and student evaluation forms. <i>Excludes</i> co-operative education agreements.	School	E + 1	-	E + 1	E	-	PIB		OSR	E = retirement/transfer of student. Subject to inclusion in the OSR.	<u>MFIPPA-O</u>
Student Records: Specialized Equipment Needs	Includes records for students requiring special equipment to assist in the instruction of the student. <i>Excludes</i> financial records for ISA claims.	School	E + 1	-	E + 1	E	-	PIB		OSR	E = retirement/transfer of student. Subject to inclusion in the OSR.	<u>MFIPPA-O</u>
Student Records: Special Program	Includes records of individual students who are referred for placement in special program classes, such as applications for admission, tests, assessments, raw data and IEP.	School	E + 1	-	E + 1	E	-	PIB		OSR	E = retirement/transfer of student. Subject to inclusion in the OSR.	<u>MFIPPA-O</u>
Student Registrations/ Applications	Includes registration forms and applications for school entry or special programs such as French Immersion, summer school or continuing education. Also includes copies of applications to universities and colleges, etc.	School	S	-	S	S	-	PIB		OSR	-	<u>MFIPPA-O</u>



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Student Reporting	Includes all reports concerning individual students that are retrievable by student name or other identifier, such as first language reports, non-resident student reports, class list reports, Ontario Scholar lists, tape dumps, student online transaction listings and Student Information System edits.	School	E + 1	-	E + 1	E + 1	-	PIB	-	-	-	<u>MFIPPA-O</u>
Suspensions/ Expulsions	Includes records of students who are suspended/expelled from school and all school-related activities in accordance with the <i>Education Act</i> . Includes investigative notes, reports and appeal records. Note: Special rules apply for retention of suspension letters for violent incidents.	School	E + 3	-	E + 3	-	-	PIB	-	OSR	E= incident of suspension, where no further suspensions have occurred. Suspension letters may be filed in the OSR in accordance with board policy. Records may be removed or retained by principal if deemed appropriate. Suspension for violent incidents to be retained as follows (per MOE Violence Free Schools Policy): E + 3 or E + 5 as below No Suspension No Expulsion E + 3 (E = three years without report of a violent incident to police). Suspension E + 3 (E = completion of three consecutive years during which there were no further suspensions for serious violent behaviour). Expulsion E + 5 (E = five years from the date of expulsion).	<u>MFIPPA-O</u>



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Timetables/ Schedules	Includes elementary course timetables, secondary school course calendars, yard duty schedules, school year calendars, school bell schedules, and related records. Also includes timetables and “teacher day books” maintained by teachers. <i>Excludes</i> student timetables, course selection sheets, individual student exams and exam schedules.	School	S	-	S	S	-	-	Archival Review	-	-	Operational Value
Transfers/Exits/ Admittances/ Retirements/	Includes reports and forms recording the transfer, exit, room changes, promotions or admittance of students from schools. Also includes signed and dated forms authorizing student admissions, transfers or retirements.	School	E + 1	-	E + 1	E + 1	-	PIB	-	-	Subject to inclusion in the OSR.	MFIPPA-O
Transportation: Student Bus Services	Includes records concerning transportation/busing for transportation of students to and from schools, Special Education, field trips, and special programs. Records include bus schedules, requests for transportation, bus routes, boundaries and student lists (names and addresses).	School	S + 1	-	S + 1	S + 1	-	PIB	-	-	-	MFIPPA-O

P – Permanent Retention	E – Event (retention begins once an event or action occurs, e.g., the creation of the record, retirement of a student)	C – Current (retain for the current school or fiscal year)	S – Superseded (retain until a new version replaces the current one) Note: S + 1 = Retain both current and previous version
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NIAGARA CATHOLIC DISTRICT SCHOOL BOARD Records and Information Management Classification & Retention System

Alpha Code <i>C = Canada</i> <i>O = Ontario</i>	Statute
BCA-O	Building Code Act, 1992, S.O. 1992, c. 23
CPP-C	Canada Pension Plan, R.S.C. 1985, c. C-8
CAI-O	Compulsory Automobile Insurance Act, R.S.O. 1990, c. C.25
CA-C	Copyright Act, R.S.C. 1985, c. C-42
EA-O	Education Act R.S.O. 1990 c. E.2
ECA-O	Electronic Commerce Act, 2000, S.O. 2000, c. 17
EHTA-O	Employer Health Tax Act, R.S.O. 1990, c. E.11
EIA-C	Employment Insurance Act, S.C. 1996, c. 23
ESA-O	Employment Standards Act, 2000, S.O. 2000, c. 41
ETA-C	Excise Tax Act, R.S.C. 1985, c. E-15
FPPA-O	Fire Protection and Prevention Act, S.O. 1997, c. 4.
ITA-C	Income Tax Act, R.S.C. 1985, (5th Supp.) c. 1
ITA-O	Income Tax Act, R.S.O. 1990, c. I.2.
IA-O	Insurance Act, R.S.O. 1990, c. I.8.
LTTA-O	Land Transfer Tax Act, R.S.O. 1990, c. L.6
LA-O	Limitations Act, 2002, S.O. 2002, c. 24, Sch. B
MFIPPA-O	Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M. 56.
OHSA-O	Occupational Health and Safety Act - R.R.O. 1990 R.S.O. 1990, c. 0.1.
PBA-O	Pension Benefits Act, R.S.O. 1990
PHIPA-O	Personal Health Information and Protection Act, 2004, c. 3, Sch. A.
RPLA-O	Real Property Limitations Act R.S.O. 1990, c. L.15
SDWA-O	Safe Drinking Water Act, 2002, S.O 2002, c. 32
TSSA-O	Technical Standards and Safety Act, 2000, S.O. 2000, c. 16.
WSIA-O	Workplace Safety and Insurance Act, 1997, S.O. 1997, c. 16, Sch. A