


**Administrative Procedures 185  
Records**

		<b>Adopted:</b> <b>June 28, 2011</b>
	<b>External References:</b> <ul style="list-style-type: none"><li>• Education Act: Sections 85, 87, 109, 369</li><li>• Local Government Election Act</li><li>• Archives Act</li><li>• SSBA Records Retention &amp; Disposal Guide</li></ul>	<b>Amended:</b> <b>July 9, 2013</b>
		<b>Internal References:</b> <ul style="list-style-type: none"><li>• AP 320 Student Records</li></ul>

## 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 Government Election Act.

1.1.3 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 Boards.

2. Procedures in regard to student records, cumulative and permanent records, are to be in accordance with Administrative Procedures 320 Student Records.