

RECORDS MANAGEMENT

Background

The Division will maintain accurate records of all proceedings of the Board required by the *Education Act*. The Division also believes in maintaining an efficient and effective method for records retention and destruction.

Guidelines

1. The following records and documents will be kept on file at the Division office and be made available to electors upon request:
 - 1.1 Approved minutes of all regular Board meetings.
 - 1.2 Records of the proceedings of all Board committee meetings.
 - 1.3 The annual budget approved by the Board.
 - 1.4 All legal agreements entered into by the Board (exclusive of student or employee records or contracts).
 - 1.5 Records of the status of all Board accounts.
 - 1.6 Audited financial statements for previous years' operations.
 - 1.7 The agenda of any public meeting or Board meeting.
2. A photocopying charge may be levied to any elector requesting copies of the above-noted documents.
3. The Secretary-Treasurer is responsible for the recording, maintenance and distribution required for minutes and records.
4. The Secretary-Treasurer is responsible for establishing and implementing procedures to respond to requests from electors for public documents and records.
5. Records to be retained until any such time that the Division ceases operations include:

ITEM	LOCATION
Trustee oaths of office.	Division Office-Vault
Original Board minutes and bylaws.	Division Office
Architectural design reports, "as built" facility drawings, facility construction contracts and construction progress reports.	Operations Centre
Division budgets and audited financial statements.	Division Office-Vault

Duplicate certificates of title, easements and leases.	Division Office-Vault
Teacher Retirement Fund and Local Authorities Pension Plan annual reports.	Division Office
Board meeting agendas	Division Office

6. Refer to the Records Management Manual at each division site for retentions and destruction schedules.