

**APPENDIX A**  
**Procedure PR.516.GOV**

Updated:  
March 2023

**A**

**CLASSIFICATION SCHEME AND RETENTION SCHEDULE**  
**ADMINISTRATION**

<b>A01 Associations and Organizations</b>					
Includes information regarding associations and organizations, including membership information, reports, subscriptions, and newsletters between employees and the various professional organizations/associations to which they belong.					
Code	Classification	Years Active	Inactive Retention		Total Retention
			Trigger	Years Inactive	
A01-01	Boards of Education	3		1	4
A01-02	Colleges and Universities	3		1	4
A01-03	Community Associations	3		1	4
A01-04	Educational Associations	3		1	4
A01-05	Parental Associations	3		1	4
A01-06	Municipal Associations	3		1	4
A01-07	Provincial Associations	3		1	4
A01-08	Federal Associations	3		1	4
A01-09	Federations	3		1	4
A01-99	Special Projects	T	Project Complete	5	T + 5

<b>A02 Forms Management</b>					
Includes blanks and templates of all forms used by schools and departments found both in the Forms Conference and created and completed at the school or department level.					
Code	Classification	Years Active	Inactive Retention		Total Retention
			Trigger	Years Inactive	
A02-01	Blank forms and form templates	T	Superseded	1	T + 1
A02-02	Student Permission Forms (Media - Acceptable Use, etc.)	T	School Year End	0	0
A02-03	Forms Reassignment	T	School Year End	0	0
A02-99	Special Projects	T	Project Complete	5	T + 5

<b>A03 Governance</b>					
Includes appointments to Boards and Committees, Board policies and procedures, by-laws, incorporation articles, constitution, intergovernmental briefs and reports, Ministry of Education memoranda, directives and manuals. Includes Governance Evaluations, Trustee election, conflict of interest declarations, personal information, distribution information and oaths.					
Code	Classification	Years Active	Inactive Retention		Total Retention
			Trigger	Years Inactive	
A03-01	Appointments	T	Superseded	2	T + 2
A03-02	Board Structure	T	Superseded	Permanent	Permanent
A03-03	By-Laws, Incorporation Articles, Constitution	T	Superseded	Permanent	Permanent
A03-04	By-Laws, Incorporation Articles, Constitution - Working Papers	T	Adopted	7	T + 7
A03-05	Governance Evaluation	T	Superseded	Permanent	Permanent
A03-06	Intergovernmental Briefs and Reports	2		5	7
A03-07	Ministry of Education Policy/Program Memoranda, Directives, Manuals	T	Superseded	2	T + 2
A03-08	Policies and Procedures	T	Superseded	Permanent	Permanent
A03-09	School and Corporate Seal	T	Superseded	Permanent	Permanent
A03-10	Trustees	T	End of Term	4	T + 4

T = Trigger (Refer to Inactive Retention Trigger Column to determine what triggers the move from active to inactive storage.)  
Superseded = Current version is replaced by updated version.

<sup>2</sup> A03-11	Trustee Elections	T	End of Term	4	T + 4
A03-12	Municipalities	3		1	4
A03-13	Provincial Ministries	3		1	4
A03-14	Federal Ministries	3		1	4
A03-15	Public Input/Delegations	3		1	4
A03-99	Special Projects	T	Project Complete	5	T + 5

#### A04 Internal and External Meetings

Includes agendas and minutes of meetings of the Board, Standing and Statutory committees and other committees as struck by the Board. Also includes agendas and minutes of the Director's Executive Council, planning sessions, departmental and interdepartmental committees, parent involvement/engagement and school council committees, staff meetings, student council meetings, community and external committees and District and provincial committees.

Code	Classification	Years Active	Inactive Retention Trigger	Years Inactive	Total Retention
A04-01	Board Meetings Agendas and Minutes	5		Permanent	Permanent
A04-02	Standing Committees Agendas and Minutes	5		Permanent	Permanent
A04-03	Statutory Committees Agendas and Minutes	5		Permanent	Permanent
A04-04	Other Committees Agendas and Minutes - Board	5		Permanent	Permanent
A04-05	Director's Executive Council - Agendas and Minutes	5		Permanent	Permanent
A04-06	Planning Sessions Agendas and Minutes	2		4	6
A04-07	Departmental Meetings Agendas and Minutes	2		4	6
A04-08	Interdepartmental Committees Agendas and Minutes	2		4	6
A04-09	Parent Involvement/ Engagement/School Council Committees Agendas and Minutes	2		4	6
A04-10	Community and External Committees Agendas and Minutes	2		4	6
A04-11	District or Provincial Committees	2		4	6
A04-12	Staff Meetings Agendas and Minutes	2		1	3
A04-13	Student Council Meetings Agendas and Minutes	1		1	2
A04-14	Meeting Working Papers and Background Materials	1		1	2
A04-99	Special Projects	T	Project Complete	5	T + 5

#### A05 Records and Information Management

Includes the classification and retention schedules, lists of records in departments, schools, and storage and destructed records. Also includes routine disclosure of information requests, requests under MFIPPA and disclosure issues, and Ontario Student Record requests. Refer to the School Closure Manual for selecting memorabilia.

Code	Classification	Years Active	Inactive Retention Trigger	Years Inactive	Total Retention
A05-01	Classification and Retention Schedules	T	Superseded	5	T + 5
A05-02	Active and Inactive File Lists and Locations	T	Superseded	1	T + 1
A05-03	Destructed Records Listing and Authorization to Destroy Form	2		Permanent	Permanent
A05-04	Privacy of and Access to Information	2		1	3

T = Trigger (Refer to Inactive Retention Trigger Column to determine what 'triggers' the move from active to inactive storage.)  
Superseded = Current version is replaced by updated version.

<b>A05-05</b>	MFIPPA Requests and Responses	T	Resolved	5	T + 5
<b>A05-06</b>	Memorabilia/Historical Information	T		Permanent	Permanent
<b>A05-07</b>	Privacy Breach	T	Resolved	5	T + 5
<b>A05-08</b>	Consent and Non-Disclosure Agreements	T	Project Complete	2	T + 2
<b>A05-99</b>	Special Projects	T	Project Complete	5	T + 5

## **A06 Strategic and Corporate Planning**

Includes benchmarking and best practice reports, Corporate Plans such as the District Improvement Plan, Special Education Plan, the Master Facilities Plan, Departmental Work Plans including working "green", the District Capital Plan, and the District Strategic Plan.

<b>Code</b>	<b>Classification</b>	<b>Years Active</b>	<b>Inactive Retention Trigger</b>	<b>Years Inactive</b>	<b>Total Retention</b>
<b>A06-01</b>	Benchmarking/Best Practices	T	Superseded	7	T + 7
<b>A06-02</b>	Corporate Plans	3		Permanent	Permanent
<b>A06-03</b>	Departmental Work Plans	T	Superseded	7	T + 7
<b>A06-04</b>	Strategic Plans	3		Permanent	Permanent
<b>A06-99</b>	Special Projects	T	Project Complete	5	T + 5

## **B**

## **BUILDINGS AND PROPERTY**

### **B01 Board-Owned Buildings and Property**

Includes the acquisition of property, expropriations, District schools, floor plans, property surveys, signage, administration buildings, portables, satellite locations, disposal of Board property, appraisals, and offers of surplus property.

<b>Code</b>	<b>Classification</b>	<b>Years Active</b>	<b>Inactive Retention Trigger</b>	<b>Years Inactive</b>	<b>Total Retention</b>
<b>B01-01</b>	Acquisition of Property including Expropriations	T	Project Complete	Permanent	Permanent
<b>B01-02</b>	Administration and School Building Specifications	3		Permanent	Permanent
<b>B01-03</b>	Disposal of Board Property	T	Project Complete	Permanent	Permanent
<b>B01-04</b>	Offers of Surplus Property	1		1	2
<b>B01-05</b>	Portables	T	Disposed of	2	T + 2
<b>B01-99</b>	Special Projects	T	Project Complete	5	T + 5

### **B02 Community Use of Facilities**

Includes permits, liquor licenses, completed and approved forms for community use of facilities in schools and administration buildings. Also contains reports on usage.

<b>Code</b>	<b>Classification</b>	<b>Years Active</b>	<b>Inactive Retention Trigger</b>	<b>Years Inactive</b>	<b>Total Retention</b>
<b>B02-01</b>	Community Use of Facilities	T	Event Complete	2	T + 2
<b>B02-02</b>	Community Use of Facilities Usage Reports	T	Superseded	3	T + 3
<b>B02-99</b>	Special Projects	T	Project Complete	5	T + 5

### **B03 Construction Projects**

Includes design documents, working drawings, shop drawings, specifications, technical, geotechnical, surveys, schedules, permits, approvals, site review, change orders, certificates of completion, zoning and correspondence between contractors/consultants.

<b>Code</b>	<b>Classification</b>	<b>Years Active</b>	<b>Inactive Retention Trigger</b>	<b>Years Inactive</b>	<b>Total Retention</b>
-------------	-----------------------	---------------------	-----------------------------------	-----------------------	------------------------

T = Trigger (Refer to Inactive Retention Trigger Column to determine what 'triggers' the move from active to inactive storage.)  
Superseded = Current version is replaced by updated version.

<b>B03-01</b>	Construction Design	T	Project Complete	Permanent	Permanent
<b>B03-02</b>	Building and Site Approvals, Permits, Inspections	T	Project Complete	Permanent	Permanent
<b>B03-03</b>	Construction and Completion	T	Project Complete	Permanent	Permanent
<b>B03-04</b>	Contractor/Consultant Correspondence	T	Project Complete	Permanent	Permanent
<b>B03-99</b>	Special Projects	T	Project Complete	5	T + 5

#### **B04 Energy Management and Conservation**

Includes documents on energy conservation, building automation systems, energy management and conservation projects, such as the use of alternate forms of energy, and energy efficiency. Also includes information on recycling and reusing of materials.

Code	Classification	Years Active	Inactive Retention		Total Retention
			Trigger	Years Inactive	
<b>B04-01</b>	Energy Conservation	2		2	4
<b>B04-02</b>	Energy Consumption	2		2	4
<b>B04-03</b>	Energy Management and Conservation Projects	T		5	T + 5
<b>B04-04</b>	Recycling - Reusing	T	Project Complete	5	T + 5
<b>B04-99</b>	Special Projects	T	Project Complete	5	T + 5

#### **B05 Maintenance - Buildings and Facilities**

Includes building and property regular maintenance and maintenance requisitions including air conditioning, cleaning, groundskeeping, heating, pest control, preventative maintenance, school furniture and equipment, snow clearing, ventilation, school maintenance log books, window replacement, work orders, staff uniform orders, etc. Includes maintenance for which contractors are retained. Includes the Preventative Maintenance Program, Replacement Furniture and Equipment, Custodial Equipment Repairs, Shop Supplies and Inventory and Portable Water Treatment - Conditioning. Also includes maintenance projected events and backlogs.

Code	Classification	Years Active	Inactive Retention		Total Retention
			Trigger	Years Inactive	
<b>B05-01</b>	Building and Property Repair	2		5	7
<b>B05-02</b>	Building and Property Maintenance Work Orders	2		1	3
<b>B05-03</b>	Maintenance Contract Services	2		5	7
<b>B05-04</b>	Supplies and Equipment	2		5	7
<b>B05-05</b>	Maintenance Projected Events and Backlogs	2		5	7
<b>B05-06</b>	Green Operations - Maintenance	2		2	4
<b>B05-07</b>	Floor Plans	T	Superseded	0	T + 0
<b>B05-99</b>	Special Projects	T	Project Complete	5	T + 5

#### **B06 Planning**

Includes documents specific to accommodation plans, school capacities and enrolment, enrolment projections, attendance boundaries, maps, school consolidation issues, school closures, internal and external planning studies, Infrastructure, zoning bylaws, parking plans.

Code	Classification	Years Active	Inactive Retention		Total Retention
			Trigger	Years Inactive	
<b>B06-01</b>	Accommodation Plans	2		Permanent	Permanent
<b>B06-02</b>	Attendance Boundaries	2		Permanent	Permanent
<b>B06-03</b>	Enrolment and School Capacity	2		Permanent	Permanent
<b>B06-04</b>	Infrastructure	2		5	7
<b>B06-05</b>	Municipal Plans	T	Superseded	0	T + 0
<b>B06-06</b>	Parking	2		2	4

T = Trigger (Refer to Inactive Retention Trigger Column to determine what 'triggers' the move from active to inactive storage.)

Superseded = Current version is replaced by updated version.

<b>B06-07</b>	School Closures (Refer also to School Closure Binder)	T	Project Complete	Permanent	Permanent
<b>B06-08</b>	School Consolidation	2		2	4
<b>B06-09</b>	Studies - External	2		2	4
<b>B06-10</b>	Studies - Internal	2		Permanent	Permanent
<b>B06-11</b>	Zoning Bylaws	T	Superseded	2	T + 2
<b>B06-99</b>	Special Projects	T	Project Complete	5	T + 5

### **B07 Security - Board Buildings and Property**

Includes information specific to building and property security including emergency call lists, key/code distribution, key loss, incident reports, vandalism reports, security alarm reports, security camera (video surveillance) information and trespassing on Board property.

Code	Classification	Years Active	Inactive Retention Trigger	Years Inactive	Total Retention
<b>B07-01</b>	Emergency Call List	T	Superseded	2	T + 2
<b>B07-02</b>	Key/Code Distribution	T	Superseded	0	T + 0
<b>B07-03</b>	Key Loss Reports	2		0	2
<b>B07-04</b>	Incident Reports	1		4	5
<b>B07-05</b>	Security Alarm Reports	2		0	2
<b>B07-06</b>	Security Alarm Reports - Invoiced	2		5	7
<b>B07-07</b>	Security Camera (Video Surveillance) Specific Incident	T	Resolved	1	T + 1
<b>B07-08</b>	Security Camera (Video Surveillance) Recorded Information	1 Month		0	1 Month
<b>B07-09</b>	Trespassing on Board Property	1		3	4
<b>B07-99</b>	Special Projects	T	Project Complete	5	T + 5

### **B08 Vehicles - Fleet Management**

Includes records of all vehicles currently owned, operated and maintained by the Board.

Code	Classification	Years Active	Inactive Retention Trigger	Years Inactive	Total Retention
<b>B08-01</b>	Vehicle - Registration	T	Disposed of	2	T + 2
<b>B08-02</b>	Vehicles - Fleet Management	T	Disposed of	2	T + 2
<b>B08-99</b>	Special Projects	T	Project Complete	5	T + 5

## **C**

## **COMMUNICATIONS AND MARKETING**

### **C01 Advertisements**

Includes advertisements placed by the Board or schools in newspapers, magazines, radio or electronic media.

Code	Classification	Years Active	Inactive Retention Trigger	Years Inactive	Total Retention
<b>C01-01</b>	Advertisements	2		3	5
<b>C01-99</b>	Special Projects	T	Project Complete	5	T + 5

### **C02 Contacts and Mailing Lists**

Includes lists of organizations and individuals with whom the Board and Schools have contact, including emergency contacts, student lists, and staff directories.

Code	Classification	Years Active	Inactive Retention Trigger	Years Inactive	Total Retention
<b>C02-01</b>	Contacts and Mailing Lists	T	Superseded	0	T + 0
<b>C02-99</b>	Special Projects	T	Project Complete	5	T + 5

T = Trigger (Refer to Inactive Retention Trigger Column to determine what "triggers" the move from active to inactive storage.)  
Superseded = Current version is replaced by updated version.

**C03 Correspondence**

Includes correspondence, correspondence registers, email, messaging via software platforms, memorandums, complaints, inquiries, condolences, congratulations and invitations. Excludes correspondence of a legal nature. See L.

Code	Classification	Years Active	Inactive Retention		Total Retention
			Trigger	Years Inactive	
C03-01	Complaints and Inquiries	T	Resolved	1	T + 1
C03-02	Condolences	2		1	3
C03-03	Congratulations	2		1	3
C03-04	Correspondence Registers	2		2	4
C03-05	Invitations	2		1	3
C03-06	Other Correspondence	2		2	4
C03-07	System Generated Announcements	T	School Year End	1	T + 1
C03-08	Attendance Notifications to Parents	T	School Year End	1	T + 1
C03-09	Memoranda	2		2	4
C03-10	Chair's Correspondence	2		2	4
C03-99	Special Projects	T	Project Complete	5	T + 5

**C04 Events, Ceremonies and Celebrations - OCDSB**

Includes program schedules, event activity details, school openings, graduations, parents' night, Education Week, Transportation Safety Awareness Day, etc.

Code	Classification	Years Active	Inactive Retention		Total Retention
			Trigger	Years Inactive	
C04-01	Events, Ceremonies and Celebrations - OCDSB	2		4	6
C04-99	Special Projects	T	Project Complete	5	T + 5

**C05 Marketing, Media and Public Relations**

Includes marketing publications, strategies, logos, graphic art, school profiles, corporate wear and souvenir information, media relations, and campaign to raise public awareness of public schooling (subject to archival retention).

Code	Classification	Years Active	Inactive Retention		Total Retention
			Trigger	Years Inactive	
C05-01	Marketing Strategies, Publications and Corporate Identity	2		2	4
C05-02	Media Relations	3		3	6
C05-03	Public and Community Relations and Awareness	2		3	5
C05-99	Special Projects	T	Project Complete	5	T + 5

**C06 News Releases and Reports**

Includes news releases generated by the Board and news reports from newspapers, magazines, websites and any other publication regarding Board activities. Also includes media monitoring reports.

Code	Classification	Years Active	Inactive Retention		Total Retention
			Trigger	Years Inactive	
C06-01	News Releases Issued by the Board	2		Permanent	Permanent
C06-02	News Releases Issued by Other Sources	2		4	6
C06-03	News Clippings	2		4	6
C06-04	Media Monitoring	2		4	6
C06-99	Special Projects	T	Project Complete	5	T + 5

**C07 Publications**

Includes publications generated by schools, departments or the district, such as school agendas, yearbooks, brochures, secondary school course calendar, Continuing Education General Interest Programs, and handbooks. Also includes newsletters and multimedia materials such as photos, slides and videos documenting school and Board activities (subject to archival retention).

Code	Classification	Years Active	Inactive Retention Trigger	Years Inactive	Total Retention
C07-01	Photos, slides, videos, CDs, DVDs	2		2	4
C07-02	Publications (District, School, Department Generated)	T	Superseded	1	T + 1
C07-03	Publication Background Materials	2		0	2
C07-04	External Publications for School Distribution	2		0	2
C07-99	Special Projects	T	Project Complete	5	5

**C08 Speeches and Presentations**

Includes requests for audio-visual equipment. Also includes speeches and presentations delivered by Board and school staff (subject to archival review).

Code	Classification	Years Active	Inactive Retention Trigger	Years Inactive	Total Retention
C08-01	Audio-Visual Requests	2		0	2
C08-02	Speeches and Presentations	2		2	4
C08-99	Special Projects	T	Project Complete	5	T + 5

**C09 Surveys, Questionnaires and Consultation**

Includes surveys and questionnaires conducted by the District or the schools, and their results. Also includes consultation with internal and external sources including community organizations, other Boards and other information resources. Excludes Quality Assurance surveys and questionnaires.

Code	Classification	Years Active	Inactive Retention Trigger	Years Inactive	Total Retention
C09-01	Consultation	T	Project Complete	4	T + 4
C09-02	Surveys and Questionnaires	T	Project Complete	6	T + 6
C09-03	Surveys and Questionnaires - Background Materials	T	Project Complete	1	T + 1
C09-99	Special Projects	T	Project Complete	5	T + 5

**E****EDUCATIONAL PROGRAMS****E01 Curriculum Development and Delivery**

Includes lists of approved non-Trillium List textbooks, learning resources, documents related to the development and delivery of curriculum including library holdings, listings and operations, teaching units, lesson plans, testing ideas, games, and music sheets. Also includes new curriculum program proposals.

Code	Classification	Years Active	Inactive Retention Trigger	Years Inactive	Total Retention
E01-01	Approved Resources	T	Superseded	3	T + 3
E01-02	Curriculum Development and Program Delivery	T	Superseded	3	T + 3
E01-03	Library Management	T	Superseded	1	T + 1
E01-04	Teacher Day Books/Lesson Plans	T	Superseded	3	T + 3
E01-99	Special Projects	T	Project Complete	5	T + 5

T = Trigger (Refer to Inactive Retention Trigger Column to determine what triggers the move from active to inactive storage.)  
Superseded = Current version is replaced by updated version.

**E02 Programs**

Includes information on program structures such as the Early Learning Program, the Extended Day Program, the Breakfast Program, and the Before, After School Program, the Character Development Program, and Student Success. Also includes specific program information, alternative programs, and international programs.

Code	Classification	Years Active	Inactive Retention		Total Retention
			Trigger	Years Inactive	
E02-01	Program Structures and Initiatives	T	Superseded	1	T + 1
E02-02	Arts	T	Superseded	2	T + 2
E02-03	Business Studies	T	Superseded	2	T + 2
E02-04	Canadian and World Studies	T	Superseded	2	T + 2
E02-05	English	T	Superseded	2	T + 2
E02-06	English as a Second Language	T	Superseded	2	T + 2
E02-07	French	T	Superseded	2	T + 2
E02-08	Guidance and Career Education	T	Superseded	2	T + 2
E02-09	Health and Physical Education	T	Superseded	2	T + 2
E02-10	Mathematics	T	Superseded	2	T + 2
E02-11	Native Studies	T	Superseded	2	T + 2
E02-12	Science	T	Superseded	2	T + 2
E02-13	Social Sciences and the Humanities	T	Superseded	2	T + 2
E02-14	Technological Education	T	Superseded	2	T + 2
E02-15	Alternative Program - Elementary	T	Superseded	2	T + 2
E02-16	Alternate Program - Secondary	T	Superseded	2	T + 2
E02-17	International Programs	T	Superseded	2	T + 2
E02-18	Vocational Programs	T	Superseded	2	T + 2
E02-19	Co-op Programs	T	Superseded	2	T + 2
E02-20	E-Learning Programs	T	Superseded	2	T + 2
E02-21	Dual Credit Courses	T	Superseded	2	T + 2
E02-22	Family Reception Centre Information	T	Superseded	2	T + 2
E02-23	Environmental Education	T	Superseded	2	T + 2
E02-24	Safe and Caring Schools	T	Superseded	2	T + 2
E02-25	Parenting and Family Literacy Centres	T	Superseded	2	T + 2
E02-26	Early Learning Program	T	Superseded	2	T + 2
E02-27	Extended Day Program	T	Superseded	2	T + 2
E02-28	Religion and Moral Instruction	T	Superseded	2	T + 2
E02-29	Economics and Politics	T	Superseded	2	T + 2
E02-30	Music	T	Superseded	2	T + 2
E02-99	Special Projects	T	Project Complete	5	T + 5

**E03 Programs - Continuing Education**

Includes information on summer and night school credit programs, the International Languages Program, Employment Preparation and Academic Upgrading, English Instruction as a second language, Outdoor Education Centres, and the Adaptive Program. Also includes general interest, recreational programs and adult learning.

Code	Classification	Years Active	Inactive Retention		Total Retention
			Trigger	Years Inactive	
E03-01	Summer and Night School Credit Programs	T	Superseded	2	T + 2
E03-02	International Languages Program	T	Superseded	2	T + 2
E03-03	English as a Second Language/ Language Instruction for Newcomers to Canada	T	Superseded	2	T + 2
E03-04	Employment Preparation and Academic Upgrading	T	Superseded	2	T + 2
E03-05	Adaptive Program	T	Superseded	2	T + 2
E03-06	General Interest and Recreational Programs	T	Superseded	2	T + 2

T = Trigger (Refer to Inactive Retention Trigger Column to determine what 'triggers' the move from active to inactive storage.)  
Superseded = Current version is replaced by updated version.



<sup>9</sup> <b>E03-07</b>	Outdoor Education	2		0	2
<b>E03-08</b>	Extra-Curricular Programs	2		0	2
<b>E03-09</b>	Adult Learning	T	Superseded	2	T + 2
<b>E03-99</b>	Special Projects	T	Project Complete	5	T + 5

#### **E04 Programs - Special Education**

Includes information on programs such as the Learning Disabilities Program, Behaviour Intervention Program, Physical Support Program, and special education non-credit courses.

<b>Code</b>	<b>Classification</b>	<b>Years Active</b>	<b>Inactive Retention Trigger</b>	<b>Years Inactive</b>	<b>Total Retention</b>
<b>E04-01</b>	Asperger's Syndrome Program	T	Superseded	2	T + 2
<b>E04-02</b>	Autism Program	T	Superseded	2	T + 2
<b>E04-03</b>	Behaviour Intervention Program	T	Superseded	2	T + 2
<b>E04-04</b>	Blind/Low Vision - Integrated Program	T	Superseded	2	T + 2
<b>E04-05</b>	Deaf/Hard of Hearing Program	T	Superseded	2	T + 2
<b>E04-06</b>	Deaf/Hard of Hearing Integrated Program	T	Superseded	2	T + 2
<b>E04-07</b>	Developmental Disabilities Program	T	Superseded	2	T + 2
<b>E04-08</b>	Dual Support Program	T	Superseded	2	T + 2
<b>E04-09</b>	General Learning Program	T	Superseded	2	T + 2
<b>E04-10</b>	Gifted Program	T	Superseded	2	T + 2
<b>E04-11</b>	Language Learning Disabilities Program	T	Superseded	2	T + 2
<b>E04-12</b>	Learning Disability Program	T	Superseded	2	T + 2
<b>E04-13</b>	Physical Support Program	T	Superseded	2	T + 2
<b>E04-14</b>	Primary Special Needs Program	T	Superseded	2	T + 2
<b>E04-15</b>	Special Education Non-Credit Courses	T	Superseded	2	T + 2
<b>E04-16</b>	Special Education Program Sites	T	Superseded	5	T + 5
<b>E04-17</b>	LSS Summer Learning Program	T	Superseded	5	T + 5
<b>E04-99</b>	Special Projects	T	Project Complete	5	T + 5

#### **E05 Non-Classroom Programs**

Includes plans, schedules and permission slips regarding field trips, student exchanges, athletic programs, police visits, track meets, tournaments, contests, science fairs, etc.

<b>Code</b>	<b>Classification</b>	<b>Years Active</b>	<b>Inactive Retention Trigger</b>	<b>Years Inactive</b>	<b>Total Retention</b>
<b>E05-01</b>	Academic Programs	2		0	2
<b>E05-02</b>	Athletic Programs	2		0	2
<b>E05-03</b>	Clubs	2		0	2
<b>E05-04</b>	Community Service	2		0	2
<b>E05-05</b>	Field Trips	T	School Year End	1	T + 1
<b>E05-06</b>	Extra-Curricular Programs - School-Based	2		0	2
<b>E05-07</b>	School Contests	T	Project Complete	1	T + 1
<b>E05-99</b>	Special Projects	T	Project Complete	5	T + 5

#### **E06 Research and Final Reports**

Includes research projects conducted by Quality Assurance, including evaluations and program reviews.

<b>Code</b>	<b>Classification</b>	<b>Years Active</b>	<b>Inactive Retention Trigger</b>	<b>Years Inactive</b>	<b>Total Retention</b>
<b>E06-01</b>	Research Projects - Internal	T	Superseded	1	T + 1

T = Trigger (Refer to Inactive Retention Trigger Column to determine what 'triggers' the move from active to inactive storage.)  
Superseded = Current version is replaced by updated version.

10					
<b>E06-02</b>	Research Projects - External Applications	T	Project Complete	5	T + 5
<b>E06-03</b>	Research Projects - External Reports	T	Project Complete	5	T + 5
<b>E06-04</b>	Program Evaluations - Final Report	T	Superseded	1	T + 1
<b>E06-05</b>	Student Demographics	T	Superseded	5	T + 5
<b>E06-06</b>	Working Papers and Background Materials	T	Project Complete	1	T + 1
<b>E06-99</b>	Special Projects	T	Project Complete	5	T + 5

<b>E07 Assessment and Evaluation</b>					
Includes Education Quality and Accountability Office (EQAO), literacy and standardized testing, student achievement data, and testing initiated by the Board.					
			<b>Inactive Retention</b>		<b>Total</b>
<b>Code</b>	<b>Classification</b>	<b>Years Active</b>	<b>Trigger</b>	<b>Years Inactive</b>	<b>Retention</b>
<b>E07-01</b>	Board Generated Assessments	T	Superseded	3	T + 3
<b>E07-02</b>	Provincial Testing and Results	T	Superseded	3	T + 3
<b>E07-03</b>	Student Achievement Data	T	School Year End	2	T + 2
<b>E07-99</b>	Special Projects	T	Project Complete	5	T + 5

## F

## FINANCE

<b>F01 Accounts Payable</b>					
Includes records regarding accounts payable by the school board, and schools, such as legal fees, vendor transactions, reimbursements for memberships and conference expenses.					
			<b>Inactive Retention</b>		<b>Total</b>
<b>Code</b>	<b>Classification</b>	<b>Years Active</b>	<b>Trigger</b>	<b>Years Inactive</b>	<b>Retention</b>
<b>F01-01</b>	Cheque Requisitions	2		5	7
<b>F01-02</b>	Cheques - Not Cashed	2		5	7
<b>F01-03</b>	Cheques - Cashed	2		5	7
<b>F01-04</b>	Consultants' Fees	2		5	7
<b>F01-05</b>	Employee and Trustee	2		5	7
<b>F01-06</b>	Legal Fees	2		5	7
<b>F01-07</b>	Refunds	2		5	7
<b>F01-08</b>	Statements of Account	2		5	7
<b>F01-09</b>	Vendors-Suppliers Transactions	2		5	7
<b>F01-99</b>	Special Projects	T	Project Complete	5	T + 5

<b>F02 Accounts Receivable</b>					
Includes records regarding accounts for monies received by the school board, including schools, such as cash lists, Continuing Education programs, credit courses, tuition, class fees, General Interest Program, International Languages, Education Development Charges, general revenue, invoices, cash receipts, subsidies, Ontario College Application Service, transcript fees, and statements of account for money owed to the Board or schools.					
			<b>Inactive Retention</b>		<b>Total</b>
<b>Code</b>	<b>Classification</b>	<b>Years Active</b>	<b>Trigger</b>	<b>Years Inactive</b>	<b>Retention</b>
<b>F02-01</b>	Community Use of Schools	2		5	7
<b>F02-02</b>	Continuing Education	2		5	7
<b>F02-03</b>	Education Development Charges	2		5	7
<b>F02-04</b>	Subsidies	2		5	7
<b>F02-05</b>	Tuition	2		5	7
<b>F02-06</b>	Accounts Receivable - Other	2		5	7
<b>F02-99</b>	Special Projects	T	Project Complete	5	T + 5

T = Trigger (Refer to Inactive Retention Trigger Column to determine what triggers the move from active to inactive storage.)  
Superseded = Current version is replaced by updated version.

**F03 Audits**

Includes records regarding internal and external financial audits of accounts, Ministry audits, the audit binder, audit box, working papers and post-audit letter. Excludes Enrolment/Attendance Audit Box - See S01-01.

Code	Classification	Years Active	Inactive Retention		Total Retention
			Trigger	Years Inactive	
F03-01	Audit Box	2		5	7
F03-02	Audits and Working Papers	2		5	7
F03-99	Special Projects	T	Project Complete	5	T + 5

**F04 Banking and Cash Management**

Includes records regarding banking transactions and relationships with banks such as bank books, receipt books, statements, cash reports, reconciliations, deposit records, cancelled cheques, cheque stubs and money orders belonging to departments and schools. Also includes credit card invoices. Includes signing authorities for bank accounts.

Code	Classification	Years Active	Inactive Retention		Total Retention
			Trigger	Years Inactive	
F04-01	Bank Records	2		5	7
F04-02	Credit Cards	2		5	7
F04-99	Special Projects	T	Project Complete	5	T + 5

**F05 Budget**

Includes records regarding capital operating budgets of schools, departments, trustees and Board, including BAS 2000 account information, all background materials, budget formula calculations, budget impact, areas for review, final Board budget, public reaction, budget analysis and reports such as interim financial reports, projected budget, budget tracking system, monthly reports for principals, costing of Board programs including incentive and special education costing.

Code	Classification	Years Active	Inactive Retention		Total Retention
			Trigger	Years Inactive	
F05-01	Budget - Final Board Approved	2		Permanent	Permanent
F05-02	Budget Formula Calculations	2		5	7
F05-03	Budget Reports	2		5	7
F05-04	Budget - Projections	2		5	7
F05-05	Budget - Working Papers	2		5	7
F05-06	Costing	2		5	7
F05-07	Budget - Departments	2		5	7
F05-08	Budget - Schools	2		5	7
F05-09	Budget - Staffing Impact	2		5	7
F05-10	Budget - Signing Authority	2		5	7
F05-99	Special Projects	T	Project Complete	5	T + 5

**F06 Capital Projects**

Includes records regarding the financing of capital projects including expenditures, forecasts, approvals, quarterly reports, monthly building costs, performance bonds.

Code	Classification	Years Active	Inactive Retention		Total Retention
			Trigger	Years Inactive	
F06-00	General	1		1	2
F06-01	Capital Expenditures	2		5	7
F06-02	Capital Forecasts	2		5	7
F06-03	Capital Projects	T	Project Complete	7	T + 7
F06-99	Special Projects	T	Project Complete	5	T + 5

T = Trigger (Refer to Inactive Retention Trigger Column to determine what triggers the move from active to inactive storage.)

Superseded = Current version is replaced by updated version.

**F07 Capital Revenue**

Includes records regarding lease income, rental income, other capital income, and sale of property income. Excludes Community Use of Schools (See F02-01) and Continuing Education generated revenue (See F02-02).

Code	Classification	Years Active	Inactive Retention		Total Retention
			Trigger	Years Inactive	
F07-01	Capital Revenue	2		5	7
F07-99	Special Projects	T	Project Complete	5	T + 5

**F08 Debt/Debentures**

Includes records regarding debt incurred by the Board or school including debentures and bonds.

Code	Classification	Years Active	Inactive Retention		Total Retention
			Trigger	Years Inactive	
F08-01	Bonds	T	Accounts Closed	7	T + 7
F08-02	Debentures	T	Accounts Closed	7	T + 7
F08-03	Debt	T	Accounts Closed	7	T + 7
F08-99	Special Projects	T	Project Complete	5	T + 5

**F09 Donations/Charitable Organizations/ Fundraising**

Includes records regarding donations and gifts by the OCDSB to external organizations, incoming donations, bequests, and gifts to the OCDSB, and grants, donations and gifts to students and internal organizations. Also includes requests, supporting documentation, fundraising, school generated funds, and charitable organizations including the Education Foundation, the Education Foundation Plan and Partnerships, and United Way.

Code	Classification	Years Active	Inactive Retention		Total Retention
			Trigger	Years Inactive	
F09-01	Donations and Gifts - Payable	2		5	7
F09-02	Donations and Gifts - Receivable	2		5	7
F09-03	Fundraising	2		5	7
F09-99	Special Projects	T	Project Complete	5	T + 5

**F10 Financial Statements and Forecasts**

Includes records regarding forecasts, trial balance, balance sheets, working papers and background materials to statements and forecasts.

Code	Classification	Years Active	Inactive Retention		Total Retention
			Trigger	Years Inactive	
F10-01	Forecasts and Working Papers	2		5	7
F10-02	Financial Statements	2		Permanent	Permanent
F10-99	Special Projects	T	Project Complete	5	T + 5

**F11 Inventory Control - Fixed Assets**

Includes records regarding fixed asset listings, depreciation details, warranties, and asset transfer information.

Code	Classification	Years Active	Inactive Retention		Total Retention
			Trigger	Years Inactive	
F11-01	Fixed Assets	T	Disposed	7	T + 7
F11-02	Warranties - Fixed Assets	T	Disposed	0	T + 0
F11-99	Special Projects	T	Project Complete	5	T + 5

T = Trigger (Refer to Inactive Retention Trigger Column to determine what 'triggers' the move from active to inactive storage.)  
Superseded = Current version is replaced by updated version.

**F12 Inventory Control - Non-Fixed Assets**

Includes records regarding non-fixed asset listings such as board-owned equipment, Intensive Support Amount (ISA) equipment binder, cafeteria assets, furniture and equipment purchase, repair and disposal, turnaround inventory and warranties.

Code	Classification	Years Active	Inactive Retention		Total Retention
			Trigger	Years Inactive	
F12-01	Cafeteria Assets	T	Disposed	7	T + 7
F12-02	ISA Equipment Binders	T	Disposed	1	T + 1
F12-03	Furniture and Equipment	T	Disposed	7	T + 7
F12-04	Warranties - Non-Fixed Assets	T	Disposed	0	T + 0
F12-99	Special Projects	T	Project Complete	5	T + 5

**F13 Investments**

Includes records regarding term deposits, promissory notes and any other investment made by the Board or schools.

Code	Classification	Years Active	Inactive Retention		Total Retention
			Trigger	Years Inactive	
F13-01	Investments	T	Accounts Closed	7	T + 7
F13-99	Special Projects	T	Project Complete	5	T + 5

**F14 Ledgers, Registers, Journals**

Includes records and background materials regarding ledgers, registers, including cheque registers, journals, records of journal entries, journal vouchers, transaction registers, Ministry of Education vouchers, including adjustments.

Code	Classification	Years Active	Inactive Retention		Total Retention
			Trigger	Years Inactive	
F14-01	Ledgers	2		5	7
F14-02	Registers	2		5	7
F14-03	Journals and/or Journal Entries	2		5	7
F14-99	Special Projects	T	Project Complete	5	T + 5

**F15 Enrolment Reporting**

Includes records regarding projection and enrolment documentation required by the Ministry for funding purposes, including OnSIS reports.

Code	Classification	Years Active	Inactive Retention		Total Retention
			Trigger	Years Inactive	
F15-01	Enrolment Reports and Background Materials (See also S01-02)	1		3	4
F15-99	Special Projects	T	Project Complete	5	T + 5

**F16 Payroll**

Includes records regarding payroll including deferred salary plan, garnishment, salary authorization, Canada Savings Bonds, time sheets, deductions, benefit remittances and withdrawal, health carrier, honoraria, overtime, pay rates, Canada Pension Plan, OMERS, pension, Teacher Pension Plan, T4s, T2200s, TD1s, union dues, direct deposit direction, and related reports.

Code	Classification	Years Active	Inactive Retention		Total Retention
			Trigger	Years Inactive	
F16-01	Employee Payroll Files		Termination	7	T + 7
F16-02	Canada Savings Bonds		Termination	7	T + 7
F16-03	Cheques and Cheque Signing Reports	2		5	7

T = Trigger (Refer to Inactive Retention Trigger Column to determine what 'triggers' the move from active to inactive storage.)  
Superseded = Current version is replaced by updated version.

<b>F16-04</b>	Employee Health Tax	2		5	7
<b>F16-05</b>	Health Carrier	2		5	7
<b>F16-06</b>	Honoraria - Trustees	2		5	7
<b>F16-07</b>	Overtime	2		5	7
<b>F16-08</b>	Pay Rates	2		5	7
<b>F16-09</b>	Payroll Registers	2		Permanent	Permanent
<b>F16-10</b>	Pensions (OMERS/TPP etc.)	T	Termination	7	T + 7
<b>F16-11</b>	Tax Slips	T	Termination	Permanent	Permanent
<b>F16-12</b>	Union Dues	2		5	7
<b>F16-13</b>	Employment Insurance	2		5	7
<b>F16-14</b>	Time Sheets	2		5	7
<b>F16-15</b>	CRA Remittance Reports	2		5	7
<b>F16-16</b>	OMERS/TPP Reports	2		Permanent	Permanent
<b>F16-99</b>	Special Projects	T	Project Complete	5	T + 5

### **F17 Provincial/Federal Grants and Programs**

Includes records regarding provincially funded initiatives, subsidies, and information on the funding model and its review. May also include Federal or Federal-Provincial initiatives such as the Canada-Ontario Infrastructure Works Program.

Code	Classification	Years Active	Inactive Retention		Total Retention
			Trigger	Years Inactive	
<b>F17-01</b>	Intensive Support Amount	T	Student Reaches 17 Years of Age	10	T + 10
<b>F17-02</b>	Ministry Funding Formula	2		2	4
<b>F17-03</b>	Ministry Allotted Grants and Funds and Working Papers	2		5	7
<b>F17-04</b>	Course Lists for Grant Purposes	1		2	3
<b>F17-99</b>	Special Projects	T	Project Complete	5	T + 7

### **F18 Purchasing**

Includes records regarding internal services, purchase orders and requisitions, tender, performance bonds, offers of service, request for proposal, request for quotation, low value account purchases (petty cash), the selection process, lists of surplus and disposal of furniture and equipment, and vendor, supplier, contractor, consultant information.

Code	Classification	Years Active	Inactive Retention		Total Retention
			Trigger	Years Inactive	
<b>F18-01</b>	Bids	T	Closed	7	T + 7
<b>F18-02</b>	Bid and Performance Bonds	T	Project Complete	7	T + 7
<b>F18-03</b>	Disposal of Furniture and Equipment	T	Disposed	7	T + 7
<b>F18-04</b>	Internal Services	2		0	2
<b>F18-05</b>	Low Value Account Purchases	2		5	7
<b>F18-06</b>	Offers of Service - Solicited	T	Closed	7	T + 7
<b>F18-07</b>	Offers of Service - Unsolicited	1		1	2
<b>F18-08</b>	Purchase Orders	2		5	7
<b>F18-09</b>	Requests for Proposal	T	Closed	7	T + 7
<b>F18-10</b>	Requests for Quotation	T	Closed	7	T + 7
<b>F18-11</b>	Storage Facilities	2		5	7
<b>F18-12</b>	Surplus Furniture and Equipment	T	Superseded	7	T + 7
<b>F18-13</b>	Invitation to Tender	T	Closed	7	T + 7
<b>F18-14</b>	Vendors/Suppliers/Contractors/Consultants	T	Superseded	0	T + 0
<b>F18-15</b>	Request for Supplier Qualifications	T	Project Complete	7	T + 7
<b>F18-99</b>	Special Projects	T	Project Complete	5	T + 5

**F19 Reserve Funds and Reserves**

Includes records regarding the Board's reserve funds, retirement and sick leave gratuities, reserve funds to reduce teaching duties for vice-principals, and reserve projections.

Code	Classification	Years Active	Inactive Retention Trigger	Years Inactive	Total Retention
F19-01	Reserve Projections	2		5	7
F19-02	Reserve Fund	2		5	7
F19-99	Special Projects	T	Project Complete	5	T + 5

**F20 Taxation**

Includes records regarding tax records, including GST/HST returns, property tax returns, cash flow grant remittance, education levy, municipal assessments, registered charity returns and tax receipts for donations.

Code	Classification	Years Active	Inactive Retention Trigger	Years Inactive	Total Retention
F20-01	Goods and Services Tax/HST	2		5	7
F20-02	Property Tax Returns	2		5	7
F20-03	Municipal Assessments	2		5	7
F20-04	Registered Charity Return	2		5	7
F20-05	Tax Receipts	2		5	7
F20-99	Special Projects	T	Project Complete	5	T + 5

**F21 Partnerships**

Includes records regarding partnerships as entered into by the OCDSB.

Code	Classification	Years Active	Inactive Retention Trigger	Years Inactive	Total Retention
F21-01	Partnerships	T	Termination	7	T + 7
F21-99	Special Projects	T	Project Complete	5	T + 5

**H****HUMAN RESOURCES****H01 Attendance and Leave**

Includes all records related to attendance and leave programs in the Board including duty schedule, timetables, hours of work, compensatory leave, vacation, sabbatical, parental leave, pregnancy leave, leaves of absence, sick leave, compassionate leave, and special leave.

Code	Classification	Years Active	Inactive Retention Trigger	Years Inactive	Total Retention
H01-01	Attendance	2		3	5
H01-02	Duty Schedule, Timetables, Hours of Work	T	Superseded	0	T + 0
H01-03	Leave including vacation, sabbatical, parental, sick, compassionate, special, leaves of absence and any other leaves and related reports.	2		3	5
H01-99	Special Projects	T	Project Complete	5	T + 5

**H02 Compensation and Benefits**

Records include brochures, benefit rates, changes and premium adjustment information, claims for benefits and compensation, group, life, death and dismemberment insurances, disability, health and vision insurances, and dental plan. Also includes pay equity and salary administration information including salary increments. Includes job classification and backup as to classification determination.

Code	Classification	Years Active	Inactive Retention Trigger	Years Inactive	Total Retention
H02-01	Compensation and Benefit Information	T	Superseded	0	T + 0
H02-02	Employee Benefits and Compensation Claims	T	Terminated	7	T + 7
H02-03	Pay Equity	T	Superseded	5	T + 5
H02-04	Salary Administration	T	Superseded	1	T + 1
H02-05	Job Classification	T	Superseded	7	T + 7
H02-99	Special Projects	T	Project Complete	5	T + 5

**H03 Awards and Recognition**

Includes records relating to awards to and recognition of Board employees including the Director of Education Award, and staff service pins. Also includes community awards, etc.

Code	Classification	Years Active	Inactive Retention Trigger	Years Inactive	Total Retention
H03-01	Awards/Recognition	2		2	4
H03-99	Special Projects	T	Project Complete	5	T + 5

**H04 Employee Records**

Records include employee files containing all records related to the hiring and employment of staff such as tuberculosis tests, criminal background checks, offence declarations and performance appraisals. Also includes files of loan of service, secondments and casual hires. Excludes employee medical records (see H05-01).

Code	Classification	Years Active	Inactive Retention Trigger	Years Inactive	Total Retention
H04-01	Employee Records	T	Termination	7	T + 7
H04-02	Criminal Background Check - No Convictions	2		0	2
H04-03	Criminal Background Check - Criminal Code Convictions	T	Termination	0	T + 0
H04-04	Criminal Code Conviction - Pardon Received	1		1	2
H04-05	Offence Declarations - Negative	2		0	2
H04-06	Offence Declarations - Criminal Code Convictions	T	Termination	0	T + 0
H04-07	Loan of Service and Secondments	T	Termination	1	T + 1
H04-08	Performance Appraisal - Background Materials	T	Superseded	3	T + 3
H04-09	Casual Hires	T	Termination	1	T + 1
H04-10	Release of Teachers	1		1	2
H04-11	Occasional Teachers	T	Termination	7	T + 7
H04-12	Annual Staff Permission and Waiver Forms	T	School Year End	0	T + 0
H04-99	Special Projects	T	Project Complete	5	T + 5



**H05 Employee Wellness and Disability Management**

Includes records regarding the Employee Assistance Plan, short term child care, employee medical records, long term disability, graduated return to work plans, workplace accommodations, Human Rights complaints related to disability and accommodation, and Workplace Safety Insurance Board claims.

Code	Classification	Years Active	Inactive Retention Trigger	Years Inactive	Total Retention
H05-01	Attendance Support	T	Termination	7	T + 7
H05-02	Workplace Safety Insurance Board Claims	T	Resolved	7	T + 7
H05-03	Long Term Disability	T	Termination	7	T + 7
H05-04	Employee Health Records	T	Termination	7	T + 7
H05-05	Accommodation	T	Termination	7	T + 3
H05-06	Human Rights Complaints - Disability - Accommodation	T	Resolved	Permanent	Permanent
H05-07	Employee Assistance Program	T	Superseded	3	T + 3
H05-08	Child - Parent Care	T	Resolved	3	T + 3
H05-09	Workplace Safety Insurance Board Claims - Exposure	T	Resolved	Permanent	Permanent
H05-10	Life Claims	T	Case Closed	7	T + 7
H05-99	Special Projects	T	Project Complete	5	T + 5

**H06 Health and Safety**

Includes records pertaining to the health and safety of all staff and students. Includes accident and incident reports (Excludes WSIB Claims - See H05-03; Excludes OSBIE, see S04-01), and emergency response, evacuation, and relocation plans. Includes environmental issues in schools and administration building such as air, light, sound and temperature quality, mould and asbestos and environmental issues outdoors including pesticide use, and pollution. Also includes safety inspection records.

Code	Classification	Years Active	Inactive Retention Trigger	Years Inactive	Total Retention
H06-01	Emergency Preparedness	T	Superseded	5	T + 5
H06-02	Accidents/Incidents/Illness	T	Resolved	6	T + 6
H06-03	Indoor Environmental Quality	3		Permanent	Permanent
H06-04	Outdoor Environmental Quality	3		Permanent	Permanent
H06-05	Equipment Maintenance and Custodial Logs	T	Superseded	6	T + 6
H06-06	Inspections - Emergency Equipment Testing	T	Superseded	2	T + 2
H06-07	Playground Inspections	2		4	6
H06-08	Safety Inspection Binders	2		2	4
H06-09	Water Inspections	T	Maintain two previous tests	0	T + 0
H06-10	Workplace Safety Inspections	T	Maintain two previous inspections	0	T + 0
H06-11	Hazardous Waste Information Network	2		2	4
H06-99	Special Projects	T	Project Complete	5	T + 5

**H07 Human Resources Planning**

Includes records regarding staff allocation, staff transfers, layoffs, replacements, promotions, appointments, seniority, retirements, staffing projections, succession planning.

Code	Classification	Years Active	Inactive Retention		Total Retention
			Trigger	Years Inactive	
H07-01	Eligibility	T	Superseded	1	T + 1
H07-02	Staffing	T	Superseded	5	T + 5
H07-03	Staffing Projections	T	Superseded	5	T + 5
H07-04	Staff Seniority	2		5	7
H07-05	Retirements	2		5	7
H07-06	Succession Planning	2		5	7
H07-07	Casual Lists	T	Superseded	0	T + 0
H07-99	Special Projects	T	Project Complete	5	T + 5

**H08 Labour Relations**

Records include union certification, contract negotiations and collective agreement negotiations, mediation and arbitration, appeals, grievances, strikes and disruptions, and work to rule. Excludes final collective agreements. See L04-01.

Code	Classification	Years Active	Inactive Retention		Total Retention
			Trigger	Years Inactive	
H08-01	Contract Negotiations	T	Resolved	5	T + 5
H08-02	Grievances	5		5	10
H08-03	Mediation and Arbitration	T	Resolved	7	T + 7
H08-04	Strikes - Disruptions	T	Resolved	5	T + 5
H08-05	Contracting Out	2		5	7
H08-06	OCETF	2		5	7
H08-07	OCEOTA	2		5	7
H08-08	Secondary Occasional Teachers	2		5	7
H08-09	OSSTF - Secondary Teachers	2		5	7
H08-10	OSSTF - ESP	2		5	7
H08-11	OSSTF- EAs - ECEs	2		5	7
H08-12	OSSTF - PECCS	2		5	7
H08-13	OSSTF - PSSP	2		5	7
H08-14	OSSTF - PSSU	2		5	7
H08-15	Union Exempt	2		5	7
H08-99	Special Projects	T	Project Complete	5	T + 5

**H09 Organization Management**

Includes records regarding reporting relationships, reorganizations, job descriptions, and organization charts.

Code	Classification	Years Active	Inactive Retention		Total Retention
			Trigger	Years Inactive	
H09-01	Job Descriptions	T	Superseded	2	T + 2
H09-02	Organization Charts	T	Superseded	Permanent	Permanent
H09-99	Special Projects	T	Project Complete	5	T + 5

**H10 Professional Development**

Includes conference planning, training information, registrations, lists of attendees, including Workplace Hazardous Materials Information System (WHMIS) training, First Aid, Due Diligence, Workplace Inspection Training, leadership development, New Teacher Induction Program and computer training.

Code	Classification	Years Active	Inactive Retention		Total Retention
			Trigger	Years Inactive	
H10-01	Training and Development - External	2		3	5
H10-02	Training and Development - Internal	2		3	5

T = Trigger (Refer to Inactive Retention Trigger Column to determine what 'triggers' the move from active to inactive storage.)  
Superseded = Current version is replaced by updated version.

19 H10-03	Leadership Development	2		3	5
H10-04	Professional Development Conference Planning	2		3	5
H10-99	Special Projects	T	Project Complete	5	T + 5

<b>H11 Recruitment</b>					
Includes recruitment programs, competition listings, applications, interview notes, testing, selection process, supply teacher recruitment, volunteer recruitment, and resumes of those selected for interviews (resume of successful candidate placed in employee record).					
<b>Code</b>	<b>Classification</b>	<b>Years Active</b>	<b>Inactive Retention Trigger</b>	<b>Years Inactive</b>	<b>Total Retention</b>
H11-01	Competitions	T	Project Complete	1	T + 1
H11-02	Recruitment and Hiring	T	Project Complete	1	T + 1
H11-03	Unsolicited Applications, Resumes	6 Months		0	6 months
H11-04	Principal/Vice-Principal/SO Competitions	T	Project Complete	5	T + 5
H11-99	Special Projects	T	Project Complete	5	T + 5

<b>H12 Non-Board Employees</b>					
Includes information on volunteers and consultants.					
<b>Code</b>	<b>Classification</b>	<b>Years Active</b>	<b>Inactive Retention Trigger</b>	<b>Years Inactive</b>	<b>Total Retention</b>
H12-01	Volunteers	T	Termination	1	T + 1
H12-02	Consultants	T	Termination	1	T + 1
H12-99	Special Projects	T	Project Complete	5	T + 5

<b>H13 Respectful Workplace</b>					
Includes respectful workplace programs including diversity training, Human Rights complaints that are code-based, and internal complaints regarding violence, sexual or racial harassment, etc.					
<b>Code</b>	<b>Classification</b>	<b>Years Active</b>	<b>Inactive Retention Trigger</b>	<b>Years Inactive</b>	<b>Total Retention</b>
H13-01	Respectful Workplace Programs	T	Terminated	1	T + 1
H13-02	Human Rights Complaints - Code-Based	T	Resolved	Permanent	Permanent
H13-03	Internal Complaints - Respectful Workplace	T	Termination	1	T + 1
H13-04	Internal Complaints - Alleged Employee Misconduct	T	Termination	1	T + 1
H13-05	Workplace Harrassment/Violence	T	Termination	1	T + 1
H13-99	Special Projects	T	Project Complete	5	T + 5

**L**

**LEGAL**

<b>L01 Acts, Regulations</b>					
Includes all Acts, Legislation and Regulations relevant to the Board's activities, including the Education Act, Copyright Act, and any related discussion papers.					
<b>Code</b>	<b>Classification</b>	<b>Years Active</b>	<b>Inactive Retention Trigger</b>	<b>Years Inactive</b>	<b>Total Retention</b>
L01-01	Acts, Regulations	T	Superseded	0	T + 0
L01-99	Special Projects	T	Project Complete	5	T + 5

T = Trigger (Refer to Inactive Retention Trigger Column to determine what 'triggers' the move from active to inactive storage.)  
Superseded = Current version is replaced by updated version.

**L02 Appeals, Hearings**

Includes records of hearings and appeals related to school board issues, including suspensions, expulsions, transfer appeals, Ontario Municipal Board, Ontario Labour Relations Board, respective correspondence, reports, discovery findings, proceedings and decisions.

Code	Classification	Years Active	Inactive Retention		Total Retention
			Trigger	Years Inactive	
L02-01	Appeals and Hearings	T	Resolved	6	T + 6
L02-02	Human Rights Hearings-Appeals	T	Resolved	Permanent	Permanent
L02-99	Special Projects	T	Project Complete	5	T + 5

**L03 Claims, Incidents, Litigation**

Includes liability claims, including insurance claims, and litigation against or entered into by the Board or schools. Excludes Ontario School Board Insurance Exchange (OSBIE) claims - See S04-01.

Code	Classification	Years Active	Inactive Retention		Total Retention
			Trigger	Years Inactive	
L03-01	Claims, Litigation	T	Resolved	6	T + 6
L03-99	Special Projects	T	Project Complete	5	T + 5

**L04 Contracts and Agreements**

Includes all contracts and agreements including copyright agreements, recycling contracts, reciprocal snow removal, property maintenance, courier, and security contracts. Also includes reciprocal agreements. Includes agreements to rent, lease, purchase or dispose of property, material, vehicles or equipment, development agreements, and background materials regarding appraisals, valuations and quotes. See L04-05 for Labour Relations Collective Agreements and Memorandums of Understanding.

Code	Classification	Years Active	Inactive Retention		Total Retention
			Trigger	Years Inactive	
L04-01	Contracts and Agreements (Not Property or Lease Related)	T	Expired	7	T + 7
L04-02	Lease Agreements	T	Expired	7	T + 7
L04-03	Property Agreements	T	No Longer Board Owned	20	T + 20
L04-04	Reciprocal Agreements	T	Expired	1	T + 1
L04-05	Collective Agreements and Memorandums of Understanding	T	Expired	Permanent	Permanent
L04-99	Special Projects	T	Complete	5	T + 5

**L05 Deeds and Titles**

Includes original deeds to board property.

Code	Classification	Years Active	Inactive Retention		Total Retention
			Trigger	Years Inactive	
L05-01	Deeds and Titles	3		Permanent	Permanent
L05-99	Special Projects	T	Project Complete	5	T + 5

**L06 Insurance Policies**

All insurance information including policies, property and premises coverage, construction insurance, vehicle insurance, community use of schools certificate of insurance, tender insurance, and OSBIE. For employee insurance claims see L03-01. For student insurance claims see S04-01.

Code	Classification	Years Active	Inactive Retention		Total Retention
			Trigger	Years Inactive	

T = Trigger (Refer to Inactive Retention Trigger Column to determine what 'triggers' the move from active to inactive storage.)  
Superseded = Current version is replaced by updated version.

<sup>21</sup> <b>L06-01</b>	Insurance Policies and Certificates	T	Expired	Permanent	Permanent
<b>L06-99</b>	Special Projects	T	Project Complete	5	T + 5

<b>L07 Legal Opinions</b> Includes legal opinions, briefs and precedents including case law, correspondence, and reports.					
<b>Code</b>	<b>Classification</b>	<b>Years Active</b>	<b>Inactive Retention Trigger</b>	<b>Years Inactive</b>	<b>Total Retention</b>
<b>L07-01</b>	Legal Opinions, Briefs and Precedents	T	Resolved	6	T + 6
<b>L07-99</b>	Special Projects	T	Project Complete	5	T + 5

## S

## STUDENTS

<b>S01 Admission, Enrolment and Attendance</b> Includes registers of enrolment and attendance and includes transfer, variance and withdrawal forms housed in the Audit Box as well as the October, March and June enrolment summaries and daily attendance records. Also includes medical records attesting to a student's absence, and student transfer logs. Refer to Procedure PR.635.FIN.					
<b>Code</b>	<b>Classification</b>	<b>Years Active</b>	<b>Inactive Retention Trigger</b>	<b>Years Inactive</b>	<b>Total Retention</b>
<b>S01-01</b>	Admission and Enrolment Documentation - Admissions Department and Schools	T	Student Retired	0	T + 0
<b>S01-02</b>	Audit Box Enrolment and Attendance/ Absence/Transfer/ Departure/ Retirement Documents	1		3	4
<b>S01-03</b>	Variances/Transfers	1		3	4
<b>S01-04</b>	Transfer Log	1		1	2
<b>S01-05</b>	Departure Log	T	School Year End	0	T + 0
<b>S01-06</b>	Attendance Registers (Hard Copy - Pre 1969)	T + 55	Last Date of Register	Permanent	Permanent
<b>S01-07</b>	Family Reception Centre Assessments	T	Student Retired	5	T + 5
<b>S01-08</b>	Transfers - Planning Dept. Files	1		6	7
<b>S01-99</b>	Special Projects	T	Project Complete	5	T + 5

<b>S02 Ontario Student Records</b> Includes records conducive to the improvement of instruction of the student. Refer to the OSR Manual for specific document filing, culling and retention instructions. Includes suspension and expulsion, trespassing notices and trespassing binder maintained in the school office, records requests, and requests for letters attesting to enrolment and attendance.					
<b>Code</b>	<b>Classification</b>	<b>Years Active</b>	<b>Inactive Retention Trigger</b>	<b>Years Inactive</b>	<b>Total Retention</b>
<b>S02-01</b>	Office Index Card	T	Student Retired	55	T + 55
<b>S02-02</b>	Ontario Student Record (Refer to OSR Manual)	T + 5	Student Retired	50	T + 5 + 50
<b>S02-03</b>	Program Choice Forms - Kindergarten	T	School Commencement	0	T + 0
<b>S02-04</b>	Program Choice Forms	1		3	4
<b>S02-05</b>	Report Cards - Continuing Education (Original to Home School for OSR)	3		0	3

T = Trigger (Refer to Inactive Retention Trigger Column to determine what 'triggers' the move from active to inactive storage.)  
Superseded = Current version is replaced by updated version.

<b>S02-06</b>	Report Cards - Continuing Education (Student has no home school)	5		50	55
<b>S02-07</b>	Suspensions (Critical)	3		0	3
<b>S02-08</b>	Suspensions (Non-Critical)	1		0	1
<b>S02-09</b>	Expulsion (Not a violent incident)	3		0	3
<b>S02-10</b>	Violent Incident - Resulting in Suspension	3		0	3
<b>S02-11</b>	Violent Incident - Resulting in Expulsion	5		0	5
<b>S02-12</b>	Student Records Requests	T	School Year End	1	T + 1
<b>S02-13</b>	Requests for Ontario Student Records (Schools) (Audit Box)	1		3	4
<b>S02-14</b>	Requests for Ontario Student Records (Corporate Records)	5		50	55
<b>S02-15</b>	Letters of Attestation - Attendance - Achievement	3		2	5
<b>S02-16</b>	Eligibility Forms - Quebec	3		2	5
<b>S02-17</b>	Trespassing Notices/School Binder	T	End of Suspension / or Principal / Superintendent Approval	1	T + 1
<b>S02-18</b>	Annual Student Permission and Waiver Forms	T	School Year End	0	T + 0
<b>S02-19</b>	Home School Correspondence	T + 5	Student reaches age 16	50	T + 5 + 50
<b>S02-99</b>	Special Projects	T	Project Complete	5	T + 5

**S03 Student Awards**

Includes student awards, bursaries and scholarships.

Code	Classification	Years Active	Inactive Retention Trigger	Years Inactive	Total Retention
<b>S03-01</b>	Student Awards, Bursaries, Scholarships	T	Student Retired	1	T + 1
<b>S03-99</b>	Special Projects	T	Project Complete	5	T + 5

**S04 Student Health**

Includes all accident and incident reports regarding students and reported to the Ontario School Board Insurance Exchange (OSBIE), dental and health screening, and medical information such as prescription, first aid, or medical emergency response information. Concussion care forms place in OSR. Destroy office copies at end of school year and if student has resumed regular learning and physical activity.

Code	Classification	Years Active	Inactive Retention Trigger	Years Inactive	Total Retention
<b>S04-01</b>	Accident/Incident Report (OSBIE) Log	T	School Year End	1	T + 1
<b>S04-02</b>	Dental and Health Screening	T	School Year End	0	T + 0
<b>S04-03</b>	Medical Information - Emergency	T	Superseded	0	T + 0
<b>S04-04</b>	Health Information - Ongoing Care	T	School Year End	0	T + 0
<b>S04-05</b>	Concussion Care	T	Student Retired	5	T + 5
<b>S04-99</b>	Special Projects	T	Project Complete	5	T + 5

**S05 Student Support**

Includes gifted working files, guidance counselling such as attendance issues, referral to Student Services, academic interest and career counselling,. Also includes hearing and vision reports, Identification, Placement and Review Committee (IPRC) determinations, Individual Education Plan (IEP), IEP Summary Reports, Intensive Support Amount (ISA) Evaluations, Special Equipment Amount Applications, speech and language reports, psychological reports, System Placement Applications, and social worker reports including confidential information re: Suspicion of child abuse, neglect or family violence. Refer to OSR Manual for specific document filing procedures. Includes information on specialized student needs. Also includes resources available such as group homes, child care, multi-faith information, etc.

Code	Classification	Years Active	Inactive Retention Trigger	Years Inactive	Total Retention
<b>S05-01</b>	Gifted Working Files (Approved) (Files not approved are returned to the school.)	T + 10	Date of last contact if student 18 or over. If under 18, date student would have turned 18.	0	T + 10 + 0
<b>S05-02</b>	Guidance Counselling	T	Student Retired	1	T + 1
<b>S05-03</b>	Hearing and Vision Reports	T + 10	Date of last contact if student 18 or over. If under 18, date student would have turned 18.	0	T + 10 + 0
<b>S05-04</b>	Intensive Support Amount Evaluations	T + 10	Date of last contact if student 18 or over. If under 18, date student would have turned 18.	0	T + 10 + 0
<b>S05-05</b>	Special Equipment Amount Applications	T	Superseded	7	T + 7
<b>S05-06</b>	System Placement Applications	T	Student Retired	5	T + 5
<b>S05-07</b>	Psychological Reports	T + 10	Date of last contact if student 18 or over. If under 18, date student would have turned 18.	0	T + 10 + 0
<b>S05-08</b>	Community Resources	T	Superseded	0	T + 0
<b>S05-09</b>	Social Worker Reports	T + 10	Date of last contact if student 18 or over. If under 18, date student would have turned 18.	0	T + 10 + 0
<b>S05-10</b>	Speech Language Reports	T + 10	Date of last contact if student 18 or over. If under 18, date student would have turned 18.	0	T + 10 + 0
<b>S05-11</b>	Summary Reports - Individual Education Plans	3		0	3
<b>S05-12</b>	Identification, Placement and Review Information	T	Superseded	2	T + 2

T = Trigger (Refer to Inactive Retention Trigger Column to determine what 'triggers' the move from active to inactive storage.)  
Superseded = Current version is replaced by updated version.

			Date of last contact if student 18 or over. If under 18, date student would have turned 18.		
<b>S05-13</b>	Safe Schools Case Files	T + 10		0	T + 10 + 0
<b>S05-14</b>	Specialized Teams (Includes IEA)	3		2	5
<b>S05-15</b>	Ottawa Children's Treatment Centre	3		2	5
			Date of last contact if student 18 or over. If under 18, date student would have turned 18.		
<b>S05-16</b>	Rainbow Files	T + 10		0	T + 10 + 0
			Date of last contact if student 18 or over. If under 18, date student would have turned 18.		
<b>S05-17</b>	Autism Spectrum Disorder	T + 10		0	T + 10 + 0
<b>S05-18</b>	Specialized Program Class Referrals	T + 1	Student Retired	0	T + 1
<b>S05-99</b>	Special Projects	T	Project Complete	5	T + 5

### S06 Student Transportation

Includes student transportation information such as bus lists, bus routes, OSTA information and service disruption plans.

Code	Classification	Years Active	Inactive Retention Trigger	Years Inactive	Total Retention
<b>S06-01</b>	OSTA	2		0	2
<b>S06-02</b>	Transportation Service Disruption Plans	T	Superseded	0	T + 0
<b>S06-03</b>	Student busing lists and routes	2		0	2
<b>S06-04</b>	School Start Times	2		0	2
<b>S06-99</b>	Special Projects	T	Project Complete	5	T + 5

### S07 Tests, Exams, Reports

Includes student assessment and evaluation information, marks gathering sheets, progress reports, form indicating unsuccessful course attempt, tests and exams, including exam schedules and exam attendance. Includes school copies of province-wide testing.

Code	Classification	Years Active	Inactive Retention Trigger	Years Inactive	Total Retention
<b>S07-01</b>	Assessment and Evaluation Information	T	Superseded	2	T + 2
<b>S07-02</b>	Marks Gathering Sheets	T	School Year End	1	T + 1
<b>S07-03</b>	Progress Reports	T	School Year End	0	T + 0
<b>S07-04</b>	Tests and Exams - Completed	T	School Year End	1	T + 1
<b>S07-05</b>	Tests and Exams - Samples	T	Superseded	0	T + 0
<b>S07-06</b>	Unsuccessful Course Documentation	3		2	5
<b>S07-99</b>	Special Projects	T	Project Complete	5	T + 5

T

## TECHNOLOGY



**T01 Support - Maintenance**

Includes call tickets, call ticket chargeables and non-chargeables master spreadsheets, and parts requisitions for Board equipment repairs and work orders.

Code	Classification	Years Active	Inactive Retention		Total Retention
			Trigger	Years Inactive	
T01-01	Call Tickets	2		0	2
T01-02	Call Ticket Chargeables Master Spreadsheet	2		5	7
T01-03	Parts Requisitions	2		1	3
T01-04	Work Orders	T	School Year End	0	T + 0
T01-99	Special Projects	T	Project Complete	5	T + 5

**T02 Computers and Electronics**

Includes records regarding leased equipment and electronics, and waivers for equipment borrowed from the Board. Includes records on cell phones, blackberries, two-way radios, their operation and warranty information, and their licenses. Also includes records on the telephone communications system and configuration.

Code	Classification	Years Active	Inactive Retention		Total Retention
			Trigger	Years Inactive	
T02-01	Leased Electronics and Equipment	T	Lease Expiry	7	T + 7
T02-02	Equipment Waivers	T	Equipment Returned	0	T + 0
T02-03	Handheld Communications Equipment	T	Disposed of	1	T + 1
T02-04	Needs Assessments - Background Materials	T	Superseded	0	T + 0
T02-05	Needs Assessments - Reports	T	Superseded	2	T + 2
T02-06	Telecommunications Network	T	Superseded	3	T + 3
T02-99	Special Projects	T	Project Complete	5	T + 5

**T03 Security - Electronics**

Includes passwords to each computer, access, list of asset tags and equipment location.

Code	Classification	Years Active	Inactive Retention		Total Retention
			Trigger	Years Inactive	
T03-01	Access Control and Passwords	T	Termination	1	T + 1
T03-02	Asset Tags List and Equipment Location	T	Superseded	1	T + 1
T03-99	Special Projects	T	Project Complete	5	T + 5

**T04 Software**

Includes software licenses, contracts, expiry tracking sheet, manuals, and agreements. Also includes employee access to District software.

Code	Classification	Years Active	Inactive Retention		Total Retention
			Trigger	Years Inactive	
T04-01	Software Licenses and Contracts	T	Expired	5	T + 5
T04-02	Software License Expiry Tracking Sheet	T	Superseded	0	T + 0
T04-03	Software Manuals/Instructions	T	Superseded	0	T + 0
T04-04	Software Use Agreements	T	Superseded	1	T + 1
T04-05	Employee Inquiry Record Access	T	Termination	60 days	T + 60 days
T04-06	District E-Mail Record Access	T	Termination	6 months	T + 6 months
T04-07	All other access to Records on District Software	T	Termination	0	T + 0
T04-99	Special Projects	T	Project Complete	5	T + 5

T = Trigger (Refer to Inactive Retention Trigger Column to determine what 'triggers' the move from active to inactive storage.)  
Superseded = Current version is replaced by updated version.

<b>T05 Systems</b>		Includes system design and in-house software, system installations including Megamation and Global Positioning Systems, electronic wireless work order system, software conversions, product evaluations, system maintenance including server maintenance, and the system recovery plan.			
<b>Code</b>	<b>Classification</b>	<b>Years Active</b>	<b>Inactive Retention Trigger</b>	<b>Years Inactive</b>	<b>Total Retention</b>
<b>T05-01</b>	System Design and In-House Software	T	Superseded	2	T + 1
<b>T05-02</b>	System Installations, Conversions, Product Evaluations	T	Superseded	2	T + 2
<b>T05-03</b>	System Maintenance	T	Disposed	2	T + 2
<b>T05-04</b>	System Recovery Plan	T	Superseded	1	T + 1
<b>T05-99</b>	Special Projects	T	Project Complete	5	T + 5

<b>T06 Student Data</b>		Includes information regarding the collection and reporting of student data for Ministry purposes, including information on data standards, data integration, reporting and analysis, and the implementation of new technology (Includes MISA). (OnSIS reporting see F15-01.)			
<b>Code</b>	<b>Classification</b>	<b>Years Active</b>	<b>Inactive Retention Trigger</b>	<b>Years Inactive</b>	<b>Total Retention</b>
<b>T06-01</b>	Data Collection Projects	1		6	7
<b>T06-99</b>	Special Projects	T	Project Complete	5	T + 5