



## **Appendix F - Student Records Retention and Disposal Schedule**

The Newfoundland and Labrador English School District (the “District”) has a Student Records Retention and Disposal Schedule as approved by the Office of the Chief Information Officer (authorization numbers RS 2016-001, and RS 2016-002).

### **Student Records**

Student records are comprised of the records pertaining to a student’s educational progress and achievement throughout their school year. A student record includes cumulative and confidential records in paper and electronic format that are used to document a student’s progress and achievements throughout their years of school attendance (K-12). The record for each student is created upon initial registration in a District school and is updated annually. The following applies to student records:

- Student records are to be retained for 25 after graduation/school leaving.
- Records may be destroyed after this period.
- Shredding is the required method of destruction.
- Dumping of records is **NOT** permitted.
- Records are to be kept of files that have been destroyed.

### **Student Attendance Records (Paper Versions)**

Paper copies of school attendance records (i.e., “red registers”) were issued by the Department of Education and Early Childhood Education and maintained by classroom teachers to document enrolment and attendance statistics. The following applies to student attendance records (paper versions only):

- Paper copies of school attendance records are to be retained for 15 years.
- Records may be destroyed after this period.
- Shredding is the required method of destruction.
- Dumping of records is **NOT** permitted
- Records are to be kept of files that have been destroyed

### **Shredding**

The District has a standing offer for shredding. Please contact the Procurement Division of the District for further information.