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# SCHOOL DISTRICT NO. 36 (SURREY)

No. 5701.2

## REGULATION: DESTRUCTION OF DISTRICT RECORDS

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### 1. PURPOSE

The Records Centre Program will arrange for the proper destruction of district records, as and when retention periods expire.

- 1.1 Records Management allows for the safeguard of required records and documentation while ensuring the systematic disposal of materiel that is no longer needed. *See Tab 1 of the Records Management Manual.*
- 1.2 All district records stored at the Records Centre, in an Office of Primary Responsibility (OPR) or in a Non-Office of Primary Responsibility that become due for destruction will be destroyed, confidentially, by shredding. *(See the Records Classification System Retention Schedule for prescribed retention periods.)*

### 2. DESTRUCTION OF RECORDS STORED AT THE RECORDS CENTRE

- 2.1 The Records Centre will provide a Record Destruction Notice to the appropriate school or department advising of the end of the required retention period.
- 2.2 The User will confirm and provide authorization that the records stored can be destroyed.
- 2.3 The Records Centre will co-ordinate destruction of records, complete the Certification of Destruction and provide the User with a signed copy.
- 2.4 All original, completed Certification of Destruction and Certificate of Destruction documentation will be permanently retained in the Records Centre.

### 3. DISTRICT RECORDS NOT STORED AT THE RECORDS CENTRE

- 3.1 Procedure for the Office of Primary Responsibility
  - (a) The Office of Primary Responsibility will submit a completed Certification of Destruction form to the Records Centre identifying all records to be destroyed.

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- (b) The Office of Primary Responsibility may also destroy records on site (*with the caveat that a completed Certification of Destruction form be filed with the Records Centre*).
- (c) All district records to be destroyed will be placed in the district's cardboard, blue labelled, recycling boxes for destruction.
- (d) The Office of Primary Responsibility will issue a maintenance work order requesting the district's Transportation Department pick up and deliver records to the Records Centre for destruction and documentation.

3.2 Procedure for the Non-Office of Primary Responsibility

- (a) The Non-Office of Primary Responsibility is neither required to create a list of records being destroyed, nor complete a Certification of Destruction form for the Records Centre.
- (b) All district records to be destroyed will be placed in the district's cardboard, blue labelled, recycling boxes for destruction – not the district's plastic, blue recycling tubs.
- (c) Non-Office of Primary Responsibility files will be picked up, delivered and stored in a secured location until a request for shredding service is made by the Transportation Department.

3.3 Procedure for the Records Centre

- (a) The Records Centre will temporarily store in a secure manner district records designated for destruction.
- (b) After destruction is completed, the Records Centre will provide the necessary documentation confirming the destruction of records after receiving a Certificate of Destruction from the authorized recycling service.
- (c) The Records Centre will confirm and sign the Certification of Destruction and a copy will be forwarded to the Office of Primary Responsibility.

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- (d) Certification of Destruction, a copy of the Record Transfer List (or list of box numbers destroyed) and Record Destruction Notice will be filed and permanently retained in the Certification of Destruction/Record Destruction Notice Binder at the Records Centre.
- (e) Upon receipt of the Certificate of Destruction, the appropriate Record Transfer List will be dated, stamped “destroyed” and permanently retained for public record at the Records Centre.

Appendices:      Certification of Destruction  
                         Record Destruction Notice

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