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## 1. Records Retention and Disposal

Retention and disposal of records is to be in accordance with the directives of:

- 1.1 *The Education Act, 1995*
- 1.2 *The Local Government Election Act*
- 1.3 *The Archives Act, 2004*
- 1.4 *The Local Authority Freedom of Information and Protection of Privacy Act*
- 1.5 *Youth Criminal Justice Act*

The duration of the retention of records will be as set out in the Saskatchewan School Boards Association - Records Retention and Disposal Schedules and associated Minister's order.

Board approval is required for the disposal of all public records. Board Motion 844, September 2, 2008 requires that Board also approve the disposal of all non-public records.

### Electronic Records

A document's retention and disposal is not impacted by whether the document is a paper document or a digital one.

Where a record is created and stored digitally and does not require a signature it is the official record even if a paper copy has been printed.

Digital copies of paper records which are scanned for electronic storage become the official record once the scan has been verified as successful. The paper copy will then be disposed of.

If a document requires a signature (i) it will be the official record and the paper copy will be disposed of.

Electronic documents can be signed digitally with an electronic signature pad or software. Records signed in this way and stored electronically are the official record of the division.

