



Policy 4.04

Category: Business Administration

Records Retention and Disposition

BACKGROUND

The retention and disposition of records falls under the *Freedom of Information and Protection of Privacy Act* (FOIP). Part 1 of FOIP deals with access to records held by public bodies and Part 2 deals with rules concerning the protection of the privacy of personal information about individuals that is held by public bodies.

POLICY STATEMENT

1. Any record in the custody of or under the control of the CAPE charter school, including any record containing personal information, shall be maintained, retained and, where applicable, disposed of in a manner consistent with the *Freedom of Information and Protection of Privacy Act* and the protocols established by the CAPE Charter Board.

DEFINITIONS

2. **Retention** - the continued possession, use, or control of something.
3. **Disposition** - transferring or relinquishing.
4. **Protocol** - the official procedure or system of rules adopted by a body to address cases or situations.

GUIDELINES

5. The Principal shall be responsible for administering this policy in regards to student and staff records.
6. The Secretary-Treasurer shall be responsible for administering this policy in regards to financial records.
7. All records shall be retained for a seven (7) year period.
8. All records shall be secured and access granted only to individuals designated by the Superintendent.

References: *Guide to Education*

School Act

Freedom of Information and Protection of Privacy Act

**CAPE-Centre for Academic and Personal Excellence
Policy Manual**

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