



School District No. 54 (BULKLEY VALLEY)

"To empower all learners to live the challenges of a diverse and changing world."

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VIA: Email

May 2, 2019

Dear Parents and/or Guardians,

Consultation on Policy Revisions

Policy revision continues to be ongoing focus of the board of education and the board values the consultative input of its stakeholders throughout the process.

Attached you will find the following new policy which has undergone multiple draft revisions by the policy committee. We would appreciate your consideration and comment with respect to this new policy.

Policy # 6.800 – Retention of Records and Disposal

This new policy has been created to provide regulations around how long information can be saved and when information can be properly disposed.

We would appreciate receiving your comments prior to Friday, May 31st, 2019. It is our hope to present final draft revisions to the Policy Committee on Tuesday June 4th, 2019 and seek board approval at the June 18th, 2019 board meeting. You would be welcome to attend both committee and board meetings.

Should you have any questions, please do not hesitate to contact myself directly at 250-877-6825.

Yours truly,

Dave Margerm
Secretary Treasurer
School District #54(Bulkley Valley)

/bk

Attachment:

cc: M. McDiarmid, Superintendent of Schools
C. van der Mark, Assistant Superintendent
Policy Committee

SCHOOL DISTRICT 54
(Bulkley Valley)

RETENTION OF RECORDS AND DISPOSAL

6.800

POLICY

Documents and information records held by School District 54 – Bulkley Valley will be retained while they are of use in the operation of the district and in compliance with pertinent federal and provincial legislation and any Freedom of Information and Protection of Privacy Regulations. A retention procedure outlines the minimum period of time which specific records must be retained as provided in Administrative Procedure 6.800 Records Retention & Disposal.

Once records are past the applicable retention period, the principal of the school or district administrator of the records is authorized to destroy them if satisfied the records are of no further use and that they have no historical or archival value. Records that contain personal or confidential information should be destroyed in a manner that retains the confidentiality of the records.

VALUES

In its consideration of this policy, the Board of Education has been guided by its principles to responsibly manage personal, private or confidential information and dispose of any records in an appropriate manner.

Related Administrative Procedures

AP-6.800 Records Retention & Disposal

Adopted: xxxxxx, 2019