

Title : Records Retention and Management	Procedure # : 018	Effective : Feb 2013
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Statement	<p>Student Transportation Services Brant Haldimand Norfolk recognizes and accepts its responsibility under all applicable privacy legislation. The consortium takes privacy very seriously and values and respects the privacy of all individuals. The consortium further commits that personal information will not be used or disclosed for purposes other than those for which it was collected except with the consent of the individual or as required by law.</p> <p>The regular review and purging of confidential documents is an important aspect of annual operations. Documents that fall outside of the required retention period will be disposed of in the appropriate manner.</p> <p>The responsibility for ensuring compliance with the records retention schedule rests with the Manager of Transportation Services.</p>
Procedure	<p>STSBHN shall manage and retain their records, both physical and electronic, according to the following schedule:</p> <p>Corporate Records</p> <ul style="list-style-type: none"> • Articles of Incorporation – Permanent • Legal Entity Status – Permanent • Business Number – Permanent • Tax Information – Permanent • Letters of Patent – Permanent • Membership Agreement – Permanent • By-laws – Permanent • Board Meeting Minutes and Resolutions – Permanent <p>Financial Records</p> <ul style="list-style-type: none"> • Audits – Lead Board records retention schedule • Financial Statements – Lead Board records retention schedule • General Ledger – Lead Board records retention schedule • Check Registers/ Books – Lead Board records retention schedule • Business Expense Documents – Lead Board records retention schedule • Bank Deposits – Lead Board records retention schedule • Cancelled Checks – Lead Board records retention schedule

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Procedure Con't...	<ul style="list-style-type: none"> • Invoices – Lead Board records retention schedule • Property / Asset Inventory – Lead Board records retention schedule • Petty Cash Receipts – Lead Board records retention schedule • Credit Card Receipts – Lead Board records retention schedule • Budget, Initial and Revised Estimates – current + pervious 6 school years <p>Tax Records</p> <ul style="list-style-type: none"> • Annual Tax Filing – Lead Board records retention schedule • Payroll Registers – Lead Board records retention schedule • Payroll Tax Withholdings – Lead Board records retention schedule • Earnings Records – Lead Board records retention schedule • Payroll Tax Returns – Lead Board records retention schedule <p>Insurance Records</p> <ul style="list-style-type: none"> • Property Insurance Policy – Lead Board records retention schedule • General Liability Insurance Policy – Permanent • Insurance Claims Materials – Permanent • Insurance Dispersements/ Denials – Permanent • WSIB Materials – Lead Board records retention schedule <p>Contracts</p> <ul style="list-style-type: none"> • Insurance Contracts – Permanent • Employee Contracts – Lead Board records retention schedule • Legal Correspondence – Permanent • Loans, Mortgages, Leases or Deeds – Lead Board records retention schedule • Vendor Contracts – 7 years past contract expiration • Warranties – 7 years past contract expiration • Operator Contracts - Permanent <p>Management Plans and Procedures</p> <ul style="list-style-type: none"> • Annual goals and Objectives – 7 years past expiration • Business / Operating Plans - 7 years past expiration • Consortium Policies and Procedures – Permanent
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Procedure Con't...	<p>Employee Files</p> <ul style="list-style-type: none"> • General Content (resume, offer of employment, performance appraisals, etc) - Lead Board records retention schedule • Job Descriptions - Lead Board records retention schedule • Recruitment Packages: resumes and interview packages of unsuccessful candidate(s) - Lead Board records retention schedule • Unsolicited Resumes – Destroy upon receipt • Training Records - Lead Board records retention schedule <p>Student Data</p> <ul style="list-style-type: none"> • Electronic Student Data – Current + 1 year • Application Forms (TF001) – Current + 1 year • Special Education Descriptions – Current + 1 year • Special Equipment Requests – Current + 1 year • JK/ SK Contracts – Current + 1 year • Taxi Service Forms – Current + 1 year <p>Other</p> <ul style="list-style-type: none"> • Staff Meeting Minutes – Permanent • Route/ Facility Audit – Current + 4 years <p>Document Protection</p> <p>All documents, hardcopy and electronic, will be stored in a protected environment for the duration of the document retention schedule as set out above.</p> <p>Document Destruction</p> <p>Hardcopy documents will be destroyed by shredding upon reaching the end of the retention period. Electronic documents will be destroyed by proven means upon the end of the retention period.</p> <p>Provision for Documentation for Investigations or Litigation Documents requested and subpoenaed by legally authorized persons will be provided in a reasonable and timely fashion. The Manager of Transportation Services will authorize the provision of the required documents. No documents will be concealed, altered or destroyed with the intent to obstruct the investigation or litigation.</p>
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