



## 300: Records Retention (P)

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**Revised: 01 23 2017**

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### **POLICY**

Pacific Rim School District 70's Board of Education requires records to be maintained and to provide control over the quality and quantity of information produced by the School District from its creation until its disposal, for legal, fiscal, and historical purposes and that proper custody, storage and disposal of records shall comply with provincial and federal legislation.

The Secretary-Treasurer is responsible for the implementation of the Administrative Procedure.

Once records are past their applicable timeframe as outlined in the Records Retention Administrative Procedure XXXX, the Supervisor or Principal responsible for the department's records is authorized to destroy them if they are satisfied that the records hold no further value, and no historical or archival value remains.

The Board supports transition of records from paper-based to electronic where it is possible to ensure security of such records in a form consistent with the standards of paper-based records.

**Reference:** [ARCS ORCS User Guide - GRS RM Guide \(gov.bc.ca\)](#)  
Education Operation Records Classification System ([education.pdf \(gov.bc.ca\)](#))  
Education Data Reporting and Analytics Operational Records Classification System  
([education\\_data\\_reporting\\_and\\_analytics\\_orcs.pdf \(gov.bc.ca\)](#))  
[Information Management Act \(gov.bc.ca\)](#)  
Records Retention Administrative Procedure *3001*