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### **Retention, Review and Destruction of Pupil Files**

The following guidelines and procedures apply to an annual review and culling of pupil files:

Pupil files and working files are to be reviewed annually before the end of the school year by each Classroom Teacher, Resource Teacher, or Clinician. The files should be culled, to remove:

- undated and unsigned notes or documents;
- irrelevant and outdated student work;
- meeting notes that are not necessary to ongoing educational services for the student;
- when in doubt, the Teacher should consult the Principal who may in turn consult with the Student Services Coordinator and/or the Records Manager.

Files that are culled from the pupil file must be listed for content prior to being destroyed in a manner that protects the privacy of the pupil the information is about (i.e. shredded). The summary of the records content should be sent to the Records Manager for retention as part of the disposition system. Copies, duplicates, and drafts that are destroyed do not need to be documented.

### **RETENTION AND DESTRUCTION OF THE PUPIL FILE**

The information in the pupil file will be kept for a minimum of 10 years after the student ceases to attend a school operated by the board or until the file is transferred to another school. When destruction of the information in a pupil file occurs, it will be done as per regulation EHB-R.

Grades 9 to 12 student marks will be kept for a minimum of 30 years.

When any part of a pupil file is no longer required, or the authorized retention period has expired, destruction of the information in a pupil file must be carried out in a manner that protects the privacy of the pupil that the information is about.

Where personal health information is involved, the school division must keep a record of:

- The individual whose personal health information is destroyed and the time period to which the information relates;
- The method of destruction and the person responsible for supervising the destruction.

Any IEP or other formal plan that describes modification, individualization, or significant adaptation of curriculum content or delivery for a particular student shall be considered a record of programming for that student and shall be retained as part of the pupil file for a minimum of ten years following graduation or school leaving. A minimum of one updated copy of any such plan per year that the plan is in use shall be kept in the pupil support file.

### **Correction/Clarification or Objection to Information in the Pupil File**

The pupil, parent or legal guardian who has been granted access to the pupil file may request correction or clarification of specific information. The school division may agree or refuse to modify the information as requested.

Where the school division refuses to modify the information the request must be attached to the pupil file.

Where changes have been made, other public bodies or third parties who have received information from the file will be notified so they can update their records.