

<p>Personnel and Employee Relations 7845</p> <hr/> <p>Disposal of Non-Electronic Employee Records</p>	Administrative Application	
	Last Reviewed /Approved on:	January 15, 2020
	References:	The Education Act, 1995, 85 The Local Authority Freedom of Information and Protection of Privacy Act, 1990 (LAFOIP) SSBA Records Retention and Disposal Guide for Saskatchewan School Division Policy 12 – Role of the Director
	Status:	Operational

Preamble

Regina Catholic School Division (RCSD) employee records shall be destroyed seven (7) years after termination of employment. i.e. Employees who terminated employment in 2004 or earlier shall have their employee records destroyed in 2011.

Definitions

1. **Employee Information** - personal Information about an identifiable individual. This includes records relating to an individual that would reveal personal information about that individual such as age, education, religion, address, etc. Virtually everything contained in the files of employment would be considered personal information under *LAFOIP* and could not be released to the public. An employee's salary and benefits is not personal information.
2. **Employee Record** - those non-electronic employee information records including all forms in which information is recorded.

Application

1. The Superintendent of Human Resource Services, as applicable, is responsible for managing the disposal of employee records.
2. Employee records shall be destroyed in the presence of an appropriate school division witness designated by the Superintendent of Human Resource Services.
3. Employee records should be destroyed on site, if possible and practical, or under specific contract with a shredding service which assures confidentiality and protection of employee privacy.
4. For any employee records that are destroyed, only the names of those employees and file destruction notification form/letter will be kept, no other information.
5. The destruction record is to be maintained permanently by the school division with Human Resource Services.