School Advisory Council Records

This information is intended to assist School Advisory Councils (SACs) in making decisions related to record keeping. Please note that records may be subject to the *Nova Scotia Freedom of Information and Protection of Privacy Act* (FOIPOP Act). More information on the act can be obtained from the RCE/CSAP Information Access and Privacy Manager.

Retention of Records

SACs generate records during their operations. These records include:

- SAC agreements
- SAC bylaws
- meeting agendas
- meeting summaries
- supporting meeting documents (e.g., a presentation given at a meeting)
- annual reports

As a best practice, it is suggested that the SAC retain these records for seven years in a manner of their choosing (e.g., digital or hard copy). This is the recommended timeframe because these records may contain financial information (e.g., spending discussions or decisions). Even if the record does not contain financial information, it is still best to retain it for the full seven years as it may contain useful information for understanding the historical context of SAC operations.

Public Availability of Records

SACs are required to make the following records publicly available:

- meeting agendas
- meeting summaries
- annual reports

Based on best practices from other jurisdictions, it is suggested that these records remain available publicly for three years (i.e., on the school website). Once removed from the website, these records should be stored with other SAC records and retained an additional four years to meet the full seven year retention period as outlined above.

Destruction of Records

SACs should establish roles and responsibilities around the destruction of records. Records may be destroyed by either the SAC chair, school principal, or SAC secretary based on SAC direction. This direction may be arrived at via consensus of or motion of the SAC. Records should be destroyed in a secure manner that makes them irretrievable, such as shredding for paper records or permanent deletion for electronic records.