

Student Records Retention Schedule

for Regional Centres for Education
and Conseil scolaire acadien provincial

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Student Registration and Administration: 1000

This section involves records relating to registration and other administrative information related to students.

Code	Type	TRG	SA	DIS
1000-30	School Registration Form	SY	1	D
1000-31	Demographic Information	GR/L*	75	D
1000-32	Self-identification	GR/L*	7	D
1000-33	Student Contact Information	GR/L*	2	D
1000-34	Parent/Family Contact Information	SO*	2	D
1000-35	Student Photo	SO	0	D
1000-36	Fee Transactions	SY	7	D
1000-37	Transportation Information	GR/L*	1	D
1000-40	General Consent Forms	SY	1	D
1000-50	Custody Summary Information	GR/L*	5	D
1000-52	Custody Supporting Documentation	GR/L	1	D
1000-60	Youth Criminal Justice Record	Refer to 3.3 of the <i>Administrative Procedures for the Management of a Student Record</i> for details.		

SO Definitions

- 34 inactive or no longer attached to any student
- 35 new student photo has been taken or current photo becomes outdated

1000-30 School Registration Form

Form used for registration of a student into a Nova Scotia public school or pre-primary program.

1000-31 Demographic Information

Demographic information of the student.

- **Examples:** name, date of birth, student ID, gender

1000-32 Self-identification

Voluntary information on how the student self-identifies

- **Example:** self-identification information such as ancestry/heritage

* Information may be updated on an ongoing basis during the student's school life.

AR Send to NS Archives

D Destruction

DIS Disposition

GR/L Graduated/left NS public school system

SA Semi-Active

SO Superseded/Obsolete

SY School Year

TRG Trigger

1000-33 Student Contact Information

Contact information of the student.

- **Examples:** address, phone number, email address, language comprehension

1000-34 Parent/Family Contact Information

Contact information of the parent(s)/guardian(s) or other family members or individuals designated as contacts for the student.

- **Examples:** parent/guardian name, address, phone number, email address, language comprehension

1000-35 Student Photo

Current photograph of the student used for visual identification.

1000-36 Fee Transactions

Records documenting fee transactions assessed to a student.

- **Example:** invoices

1000-37 Transportation Information

Information and forms for students who need transportation based on location or special transportation based on needs.

- **Examples:** bussing information, alternate address form, bus stop request form, unassigned seat form

1000-40 General Consent Forms

Consent forms for students that are not associated with specific programs, services, or activities.

- **Examples:** privacy consent form, media release consent form, certificate of exemption

1000-50 Custody Summary Information

Summary information regarding custody arrangements and other legal information affecting the student. This category is used for information that needs to be broadly available to school staff for awareness of specific custody and access arrangements.

- **Examples:** custody summary information, guardianship, guardian alerts, alert text expiration date

Note: For records relating to the student's involvement with the justice system, see 1000-60 Youth Criminal Justice Record.

* Information may be updated on an ongoing basis during the student's school life.

AR Send to NS Archives

D Destruction

DIS Disposition

GR/L Graduated/left NS public school system

SA Semi-Active

SO Superseded/Obsolete

SY School Year

TRG Trigger

1000-52 Custody Supporting Documentation

Supporting documentation related to custody arrangements and other legal information affecting the student. Accessibility of these records is limited.

- **Examples:** court orders, correspondence

Note: For records relating to the student's involvement with the justice system, see 1000-60 Youth Criminal Justice Record.

1000-60 Youth Criminal Justice Record

Records that relate in whole, or in part, to the federal *Youth Criminal Justice Act* (YCJA). This includes any services or programs within the criminal justice system, or that could identify the young person as being dealt with under the YCJA. These records are kept separate from other student records and have their own retention as stated in the *Youth Criminal Justice Act* under Section 119.

- **Examples:** court documents, restorative justice plans, case conference notes, extrajudicial measures records, services records, investigation or conviction records

* Information may be updated on an ongoing basis during the student's school life.

AR Send to NS Archives

D Destruction

DIS Disposition

GR/L Graduated/left NS public school system

SA Semi-Active

SO Superseded/Obsolete

SY School Year

TRG Trigger

Academic Achievement and Progress: 2000

This section involves records relating to student enrollment, academic achievement, and academic progress.

Code	Type	TRG	SA	DIS
2000-30	Grades and Transcripts	GR/L	75	D
2000-33	Teacher Gradebook Information	GR/L	7	D
2000-35	Enrollment Records	GR/L	75	D
2000-40	Grades 10/11/12 Individual Program Plan Academic Outcomes	GR/L	75	D
2000-45	Individual Program Plans	GR/L	15	D
2000-50	Attendance, Withdrawal, and Transfer Records	GR/L	10	D

2000-30 Grades and Transcripts

Records documenting student academic progress including report cards, courses completed, Used for the creation of transcripts.

- **Examples:** grades, report card, mark verification sheets

2000-33 Teacher Gradebook Information

Information found in the SIS Teacher Gradebook, which is used by teachers to record student grades.

- **Examples:** grades, report card information, assessment information, notes

2000-35 Enrollment Records

Records documenting the enrollment and scheduling of students in a class/course.

- **Examples:** class roster, class ranking, schedule

2000-40 Grades 10/11/12 Individual Program Plan Academic Outcomes

Individual Program Plan (IPP) Academic Outcomes of students in grades 10, 11, and 12 and related documents that are used to supplement information on transcripts.

- **Examples:** IPP Academic Outcomes (to attach to High School Transcript), IPP Annual Outcomes, IPP Addendums

Note: For IPPs and IPP Reports for grades pre-primary to 12, see 2000-45 Individual Program Plans

* Information may be updated on an ongoing basis during the student's school life.

AR Send to NS Archives

D Destruction

DIS Disposition

GR/L Graduated/left NS public school system

SA Semi-Active

SO Superseded/Obsolete

SY School Year

TRG Trigger

2000-45 Individual Program Plans

This category includes Individual Program Plans (IPPs) and IPP Reports for students in grades pre-primary to 12.

Note: For IPP Academic Outcomes for grades 10, 11, and 12, see 2000-40 Grades 10/11/12 Individualized Program Plan Academic Outcomes

2000-50 Attendance, Withdrawal, and Transfer Records

Records used for keeping track of student attendance, withdrawals, date of graduation, planned destination after graduation, and the transfer of students.

- **Examples:** attendance records, transfer forms, withdrawal notices

* Information may be updated on an ongoing basis during the student's school life.

AR Send to NS Archives

D Destruction

DIS Disposition

GR/L Graduated/left NS public school system

SA Semi-Active

SO Superseded/Obsolete

SY School Year

TRG Trigger

Student Activities: 3000

This section involves records relating to the administration and coordination of student activities. This includes records regarding co-operative education, community-based learning, off-site activities, field trips, and arrangement for special events related to specific activities, such as concerts, festivals, track meets, facility tours, tournaments, art or essay contests, science fairs, etc.

Code	Type	TRG	SA	DIS
3000-30	Overnight Student Activity Records	SY	5	D
3000-35	Common Student Activity Records	SY	1	D
3000-36	Activity/Program Risk Assessments	SY	1	D
3000-37	Safety Test Records	SY	7	D
3000-38	Student Activity Incident Records	GR/L	6	D
3000-40	Co-operative Education Records	SO	6	D
3000-43	Community Based Learning Records	SY	6	D
3000-45	Out of School Learning Experience Records	SO	6	D
3000-47	Unsuccessful Applications	SY	1	D

SO Definitions

-40 course completed

-45 course completed or credit obtained

3000-30 Overnight Student Activity Records

Records documenting the administration and coordination of overnight student activities.

- **Examples:** correspondence, referrals, reports, consent forms

3000-35 Common Student Activity Records

Records documenting the administration and coordination of common student activities.

- **Examples:** correspondence, referrals, reports, consent forms

3000-36 Activity/Program Risk Assessments

Risk assessment documents for student activities and programs, such as co-op and community-based learning. Used for activities where no incident occurs.

Note: For risk assessment forms for activities involving an incident, see 3000-38 Student Activity Incident Case Files

* Information may be updated on an ongoing basis during the student's school life.

AR Send to NS Archives

D Destruction

DIS Disposition

GR/L Graduated/left NS public school system

SA Semi-Active

SO Superseded/Obsolete

SY School Year

TRG Trigger

3000-37 Safety Test Records

Safety training records for students, including those involved in Safety-Net training

- **Examples:** Safety-Net training, training session answer sheets

3000-38 Student Activity Incident Records

Records documenting incidents that occur during student activities, overnight or common.

- **Examples:** incident related correspondence, forms, reports, case notes, notifications, risk assessment form

3000-40 Co-operative Education Records

Records documenting the administration and process for the co-operative education program.

- **Examples:** correspondence, surveys, monitoring teacher reports, forms, applications, evaluation, checklist, agreement, assessment, learning plan, log

3000-43 Community-Based Learning Records

Records documenting the administration and process for Community Based Learning. Used for job shadows, short term placements, Options and Opportunities (O₂), and service learning.

- **Examples:** correspondence, forms, applications

3000-45 Out of School Learning Experience Records

Records documenting the administration and process for out of school learning experiences connected to seasonal industries, such as the fishing industry, farming, and Christmas tree growing/harvesting. Used for the Seasonal Work Experience Credit.

- **Examples:** applications, consent forms, waivers, certificates of exemption for seasonal employment, referrals

3000-47 Unsuccessful Applications

Unsuccessful applications of students for co-operative education and community-based learning.

- **Examples:** correspondence, forms, applications

* Information may be updated on an ongoing basis during the student's school life.

AR Send to NS Archives

D Destruction

DIS Disposition

GR/L Graduated/left NS public school system

SA Semi-Active

SO Superseded/Obsolete

SY School Year

TRG Trigger

Awards and Scholarships: 4000

This category involves student applications for awards, scholarships, and bursaries.

Code	Type	TRG	SA	DIS
4000-30	Award and Scholarship Records	SY	7	D
4000-40	Supporting Financial Records	SO	1	D

SO Definition

-40 application has been reviewed and is no longer needed

4000-30 Award and Scholarship Records

Student applications for awards, scholarships, or bursaries.

- **Examples:** applications, certificates, non-financial supporting documentation

4000-40 Supporting Financial Records

Supporting financial records of the student and/or their parent(s)/guardian(s) used to confirm applicant information and needs.

- **Examples:** tax forms, pay stubs

* Information may be updated on an ongoing basis during the student's school life.

AR Send to NS Archives

D Destruction

DIS Disposition

GR/L Graduated/left NS public school system

SA Semi-Active

SO Superseded/Obsolete

SY School Year

TRG Trigger

Student Behaviour: 5000

This section involves student behavioural incidents, suspensions, and threat risk assessments.

Code	Type	TRG	SA	DIS
5000-30	Incident and Suspension Records	GR/L	1	D
5000-35	Threat Risk Assessments	GR/L	15	D

5000-30 Incident and Suspension Records

Documenting incidents as defined in the *Provincial School Code of Conduct Policy*, as well as associated disciplinary measures including student suspensions.

- **Examples:** reports, notices, letters, assessments, suspension notices

5000-35 Threat Risk Assessments

An assessment of the threat level a student poses to the school and school community.

Note: For assessments where the student is determined not to pose a threat, see 5000-30 Incident and Suspension Records.

* Information may be updated on an ongoing basis during the student's school life.

AR Send to NS Archives

D Destruction

DIS Disposition

GR/L Graduated/left NS public school system

SA Semi-Active

SO Superseded/Obsolete

SY School Year

TRG Trigger

Legacy Records: 9000

This section involves records created before the Student Information System (SIS) was introduced. Student records were previously divided into two separate files, the Cumulative Record and the Confidential Record.

Code	Type	TRG	SA	DIS
9000-30	Registers	SY	75	AR
9000-40	Pre-SIS Cumulative Records	GR/L	15	D
9000-45	Pre-SIS Confidential Records	GR/L	15	D

9000-30 Registers

Historical/legacy school-level records that include academic and non-academic information, such as student attendance, staff attendance, visitor information, student profiles/data, and extra-curricular activities.

Note: At the end of the retention period, contact the Nova Scotia Archives at govarchives@novascotia.ca to arrange the Registers to be transferred there. Once they have been transferred, the Nova Scotia Archives retains custody and control of the Registers and will handle them according to the disposition plan outlined at the end of this document.

9000-40 Pre-SIS Cumulative Records

Individual student records before the SIS was implemented in 2011.

For highly sensitive records, such as assessment reports or third-party service provider information, see 9000-45 Pre-SIS Confidential Records.

- **Examples:** Cumulative Record contents such as
 - completed identification block and photograph
 - attendance records, dates of enrollment, transfer, withdrawal, and graduation
 - identification of services provided and participation in extracurricular activities
 - records of academic progress (report cards)
 - pertinent medical information
 - Literacy Support Plans and Reading Recovery information
 - Individual Program Plans and records of adaptations
 - legal documents and forms (e.g., custody documents, legal name change, referrals, parental consent forms), correspondence, and international student documentation

Note: Keep transcripts and IPP Academic Outcomes for grades 10, 11, and 12 in the original Cumulative Record folder. Remove all other records and file/dispose of them according to this Student Records Retention Schedule. For retention of Pre-SIS transcripts and IPP Academic Outcomes for grades 10, 11, and 12, see Academic Achievement and Progress: 2000.

* Information may be updated on an ongoing basis during the student's school life.

AR Send to NS Archives

D Destruction

DIS Disposition

GR/L Graduated/left NS public school system

SA Semi-Active

SO Superseded/Obsolete

SY School Year

TRG Trigger

9000-45 Pre-SIS Confidential Records

Records documenting highly sensitive individual student information before the SIS was implemented in 2011.

- **Examples:** Confidential Record contents such as
 - psychological, psychiatric, psycho-educational, psycho-social, and formal speech-language assessment reports
 - confidential case conference reports, both from within the school system and from agencies outside the school system
 - third-party information from an outside agency or professional (who is a recognized service provider and not employed by the school board), such as assessments from Family and Children’s Services, psychologists, mental health clinicians, hearing and speech clinicians, occupational therapists, physiotherapists, medical doctors, and social workers, including referrals, reports, correspondence, and informed consent from parent(s)
 - Individual Program Planning Team meeting notes and related confidential information
 - notices relating to student suspension

* Information may be updated on an ongoing basis during the student’s school life.

AR Send to NS Archives

D Destruction

DIS Disposition

GR/L Graduated/left NS public school system

SA Semi-Active

SO Superseded/Obsolete

SY School Year

TRG Trigger

SchoolsPlus Client Records: 10000

This section includes records relating to the administration of SchoolsPlus, a collaborative interagency approach supporting the whole child and their family with the school as the center of service delivery. Partners include, but are not limited to, the Nova Scotia Department of Education and Early Childhood Development, Nova Scotia Department of Community Services, Nova Scotia Department of Justice, Nova Scotia Department of Health and Wellness, Nova Scotia Health Authority, and IWK Health Centre.

Used for records regarding the referral, intake, and registry of students, student case files and notes, and records gathered by Regional Education Centre (RCE) and Conseil scolaire acadien provincial (CSAP) SchoolsPlus staff, or shared by SchoolsPlus partners, to aid in the planning and delivery of services to the student by the RCE or the CSAP.

Code	Type	TRG	SA	DIS
10000-30	Inactive SchoolsPlus Student Case Files	SO	7	D

SO Definition

-30 student case file marked inactive or closed in the system

10000-30 Inactive SchoolsPlus Student Case Files

Records documenting the application and or referral of the student to SchoolsPlus; decisions on whether to deny or withdrawal the application; documentation of consent for participation; case notes created by the SchoolsPlus Facilitator (or Leader); as well as information shared with SchoolsPlus Facilitators about the student from program partners. Used for students that fall within Referral Status Decision Points 1, 2, 3, and 4.

- **Examples:** Evaluation of Student's Capacity to Provide Consent Form, Consent for Participation Form, SchoolsPlus Comprehensive Service Plan, SchoolsPlus Intake Form, Mental Health Referral Form, Income Assistance forms, SchoolsPlus case notes, SchoolsPlus Transfer Form, SchoolsPlus Referral Form, SchoolsPlus Baseline, Monitoring, and Closing Form.

* Information may be updated on an ongoing basis during the student's school life.

AR Send to NS Archives

D Destruction

DIS Disposition

GR/L Graduated/left NS public school system

SA Semi-Active

SO Superseded/Obsolete

SY School Year

TRG Trigger

School Counselling: 11000

This section includes records of counselling programs and services for students, including formal counselling services requiring consent, and interactions and supports not requiring consent.

Code	Type	TRG	SA	DIS
11000-30	Counselling Case Files	SO	7	D
11000-40	Activity Logs	SO	2	D

SO Definitions

-30 student has graduated, or counselling relationship has ended

-40 student has graduated or has reached age 21

11000-30 Counselling Case Files

Records documenting formal counselling services that require the consent of the student and/or parent. Used for the provision of direction to help students acquire knowledge, attitudes, strategies, and skills related to personal, social, educational, and career domains.

- **Examples:** referrals, correspondence, reports, case notes, authorization and counselling working documents, supporting documents

11000-40 Activity Logs

Records documenting interactions and activities by school counsellors that do not require consent. Used for brief communications, support with course selection, and transition planning.

* Information may be updated on an ongoing basis during the student's school life.

AR Send to NS Archives

D Destruction

DIS Disposition

GR/L Graduated/left NS public school system

SA Semi-Active

SO Superseded/Obsolete

SY School Year

TRG Trigger

School Health Partnership: 12000

This section documents student involvement with the School Health Partnership (SHP), an integrated partnership between the Department of Education and Early Childhood Development (EECD), Regional Centres for Education (RCEs), the Conseil scolaire acadien provincial (CSAP), Nova Scotia Health (NSH), and IWK Health (IWK). SHP nurses employed by NSH or IWK work with school staff, health care providers, parents/guardians and students to develop a plan of care for school staff to support students with health conditions requiring support at school.

Code	Type	TRG	SA	DIS
12000-30	School Health Partnership Case Files	GR/L	7	D
12000-40	Administration of Medication Records	SY	10	D

12000-30 School Health Partnership Case Files

Records created by SHP nurses and school staff documenting student enrolment in SHP and the development and implementation of plans of care.

- **Examples:** referrals, consent forms, plans of care, progress notes

12000-40 Administration of Medication Records

Records documenting the administration of medication to students as specified in their SHP plan of care. Used for students who require regular medication for conditions like diabetes, ADHD, etc., and students who are provided medication on an as-needed basis, like over the counter pain medication, cold medicine, etc.

- **Examples:** consent forms, Administration of Medication Record, glucose monitoring charts

* Information may be updated on an ongoing basis during the student's school life.

AR Send to NS Archives

D Destruction

DIS Disposition

GR/L Graduated/left NS public school system

SA Semi-Active

SO Superseded/Obsolete

SY School Year

TRG Trigger

Support Services: 15000

This section involves records relating to the assessment, development, implementation, and delivery of programs and services for students who need additional support.

Code	Type	TRG	SA	DIS
15000-30	Support Services Records	GR/L	15	D
15000-40	Medical Alerts	GR/L*	1	D
15000-50	Support Services for International/ Immigrant Students Records	SY	7	D
15000-60	Student Support Worker Records	SO	7	D

SO Definition

-60 student has reached age 21

15000-30 Support Services Records

Records documenting the development, coordination, implementation, and monitoring of support services and initiatives for the student. Includes academic and other support services as well as background and supporting information such as assessments and diagnosis/disorder information.

- **Examples:** psycho-educational assessments, speech-language assessment and evaluation reports, third party assessments, supporting documents, authorizations, adaptations, diagnosis/disorder information, APSEA assessments, meeting minutes, annual programming log, referrals, support services consent forms, EAL/FAL intake records, communications, entry/exit dates, status

15000-40 Medical Alerts

Pertinent medical information that directly affects educational programming, health, and safety of the student. Used for both short-term and long-term medication conditions.

- **Examples:** correspondence, reports

15000-50 Support Service for International/Immigrant Students Records

Records documenting the initial support given specifically to international and immigrant students. Used for supports and processes for integrating international/immigrant students into the school system that are in addition/independent to other supports provided to the student.

- **Examples:** applications of admission, correspondence, academic history

* Information may be updated on an ongoing basis during the student's school life.

AR Send to NS Archives

D Destruction

DIS Disposition

GR/L Graduated/left NS public school system

SA Semi-Active

SO Superseded/Obsolete

SY School Year

TRG Trigger

15000-60 Student Support Worker Records

This section involves records documenting supports, guidance, and resources provided to students by student support workers (includes records of Mi'kmaq Education Coordinator, Mi'kmaq Education Consultant, Mi'kmaw/Indigenous Student Support Worker, Native Student Advisor, Regional Coordinator of African Canadian Education Services, Facilitator of African Canadian Education Services, African Nova Scotian Student Support Worker, etc.).

- **Examples:** case notes, consent form

* Information may be updated on an ongoing basis during the student's school life.

AR Send to NS Archives

D Destruction

DIS Disposition

GR/L Graduated/left NS public school system

SA Semi-Active

SO Superseded/Obsolete

SY School Year

TRG Trigger

Disposition Plan for Records to be Sent to the Nova Scotia Archives

9000-30 Registers SY + 75 / AR

Scope

Historical/legacy school-level records that could store both academic and non-academic information include student attendance, staff attendance, visitor information, student profiles/data, and/or extra-curricular activities.

Disposition Summary

Selective retention by the Nova Scotia Archives. Registers will be dispersed to the relevant communities, retained by Nova Scotia Archives, or sent for secure destruction based on appraisal criteria.

Appraisal and Evaluation

Registers provide significant evidence of school academic and non-academic information. Registers are significant to the communities they document. Nova Scotia Archives has a practice, based on the provincial Cooperative Acquisition Strategy, to ensure significant community records stay in the communities they document.

Implementation

Upon receiving dispositioned Registers, Nova Scotia Archives will identify the relevant community and the appropriate archival institution. Nova Scotia Archives will transfer the registers to the appropriate institution. In cases where there is no appropriate archival institution in a community, Nova Scotia Archives may retain the records. Duplicate, draft, and transitory material will not be retained.

* Information may be updated on an ongoing basis during the student's school life.

AR Send to NS Archives

D Destruction

DIS Disposition

GR/L Graduated/left NS public school system

SA Semi-Active

SO Superseded/Obsolete

SY School Year

TRG Trigger