

Reminders for School Admin Support Staff:

Sept each year: Student Records- CUM files- before filing ensure all required documents are in file. Create Confidential file if necessary. Remove documents that are not necessary to be in file; shred and/or return documents to student. Transfer out CUM file requests and file request form (to be kept in place of CUM file-till student reaches age 26). Student file request forms must be inventoried the same as CUM files with name, aka, and birth dates when sending in to D.O. for destruction.

Where to find the ORS- (Organizational Record Structure), School Retentions guide and blank forms:

CESD website- click on Division Services, then Corporate Services, then Records Management. Open and on right side of page you will see all the documents you will need.

Jan 1st of each year: send into D.O. CUM /Confidential files to be destroyed along with Inventory Forms and a signed Destruction Notice

Original Financial Records – 7 years/Destroy. Can be destroyed at school but must have a signed (by Records Manager & Treasurer at D.O.) Destruction Notice first.

When using a shredding company such as Best Shredding (previously Paper Cuts)- please request a 'Certificate of Destruction'. These are to be sent into Division Office to be kept permanently.

When sending in documents to be destroyed, please remove all metal clips, coils and binders.