

Administrative Procedure 320 – Appendix C

Appendix C – HISTORICAL RECORD INFORMATION

Background

Dated records are to be sent to Provincial Archives of Alberta (daily student attendance registers).

Procedures

1. The Principal or designate is to inform the Electronic Records Advisor when there are items to be deposited to Archives.
2. The Historical Information Record Form will be downloaded by the Principal or designate which will state the information that is required.
 - 2.1 The form must be completed and include the following:
 - 2.1.1 Year
 - 2.1.2 School Division
 - 2.1.3 Teacher name
 - 2.1.4 Grades
 - 2.1.5 Division jurisdiction number
 - 2.1.6 Number of boxes being submitted
 - 2.2 Once the form is completed for each record or school register, the form is sent to Division Office with the boxes of records or registers.
 - 2.3 The Electronic Records Advisor will contact the Provincial Archives of Alberta to liaise with an Archivist regarding historical information being donated by our Division.
3. The list of items will be brought forward to a Board meeting as a Board motion is required for the review and deposit of records.
 - 3.1 A signed Certificate of Gift, a copy of the minutes, the Historical Information Form provided and the box of the registers will then be forwarded onto the Provincial Archives of Alberta in Edmonton by the Division Courier.
4. Student Records are not forwarded to Archives. As per the Education Act, the student records must be retained at the school for seven (7) years or kept at the last school after they have graduated for seven (7) years, if in hard copy format. After this time, the records may be destroyed by following the AP 185 – Appendix B – Records Disposition Process.

Reference: Section 9,11,18,32,3,36,17,52,53,56,68,70,197,222 Education Act

Form: Form 320-2 Historical Information Inventory